E-Port
User Manual
- E-doc module

VERSION HISTORY

VERSION	DESCRIPTION	DATE	UPDATED SECTION(S)	UPDATE TYPE(S)	AUTHOR
1.0	Initial Release	05/06/13	All	All	Pui Pui

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Section 1 E-Doc

There are 9 modules under EDoc. These modules are NOSA, ABA, Manifest, Shipping Order, Vessel Registration and Join Venture.

1.1 NOSA Document

1.1.1 Submission of NOSA Document

This module will submit a new NOSA Document to IPMS.

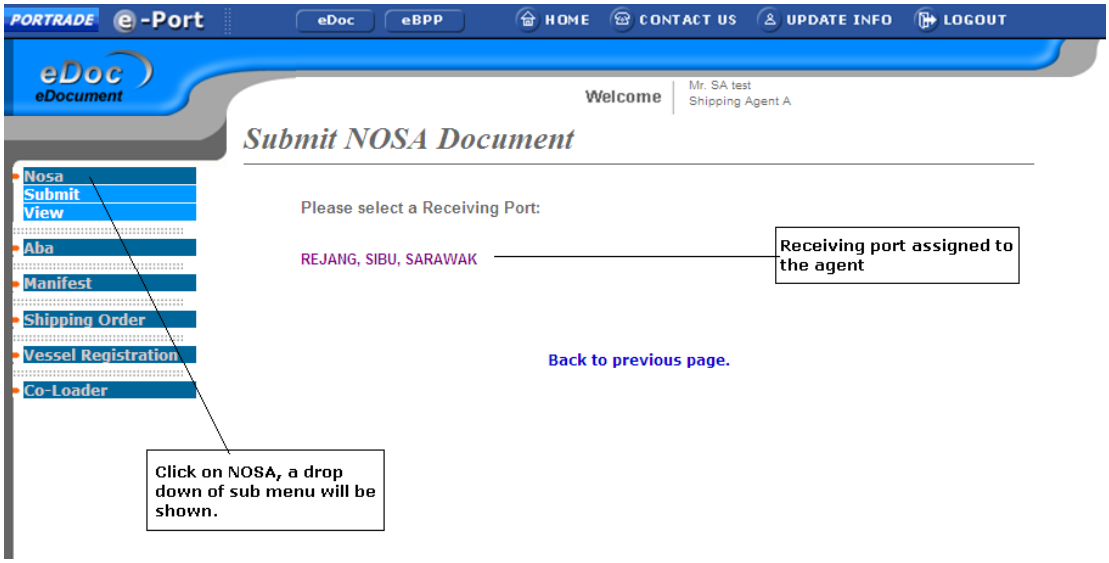


Figure 1.1.1.1_1

1. Click on the **NOSA** Menu at left hand side, and then click on <**Submit>** in the drop down menu. A page of Receiving Port Selection will be displayed.
2. Click on one of the **Receiving Port Link** to proceed.

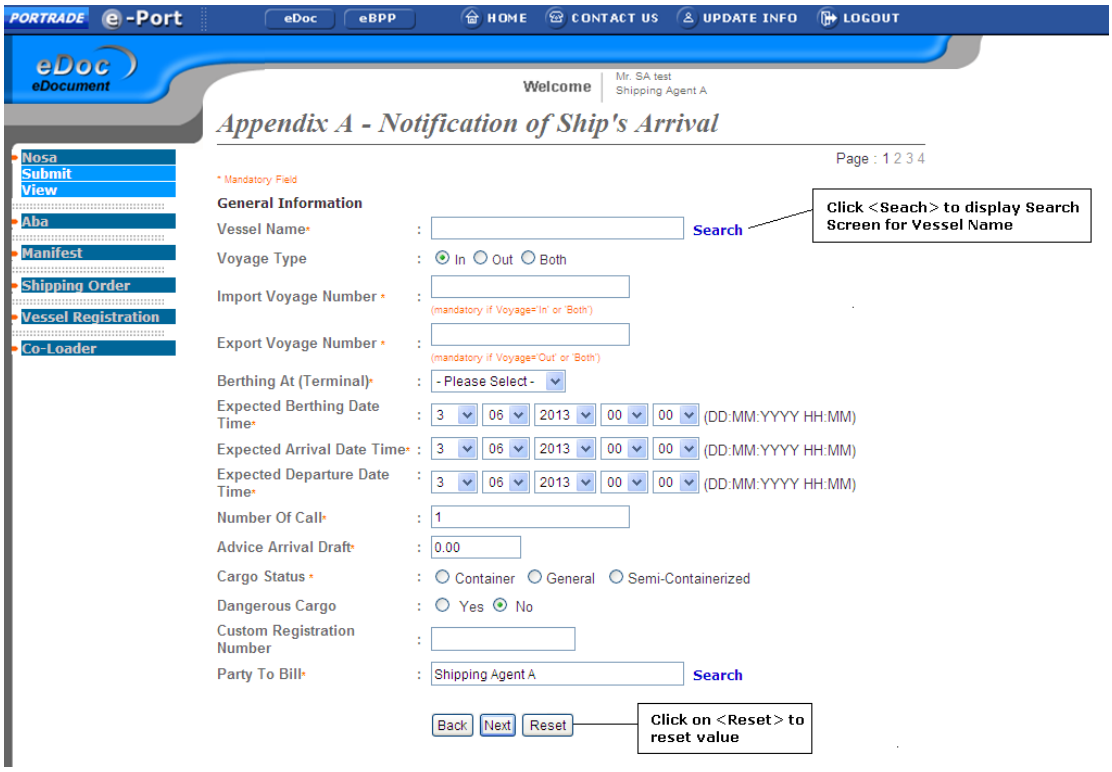


Figure 1.1.1.1_2

3. On the screen is displayed the following information :
   - **Vessel Name** – Vessel Name based on the NOSA Document.
   - **Voyage Type** – the type of Voyage based on the NOSA document.
   - **Import/Inbound Voyage Number** – the Import/Inbound Voyage Number based on NOSA Document
   - **Export/Outbound Voyage Number** – the Export/Outbound Voyage Number based on NOSA Document
   - **Berthing At (Terminal) – the Terminal which the vessel will berth.**
   - **Expected Berthing Date** – the Expected Berthing Date based on the NOSA Document
   - **Expected Arrival Date** – the Expected Arrival Date based on the NOSA Document
   - **Expected Departure Date** – the Expected Departure Date based on the NOSA Document.
   - **Number of Call** – the number of call of this vessel.
   - **Advice Arrival Draft** – the advice arrival draft of the vessel.
   - **Cargo Status Flag** – the type of cargo based on the NOSA document
   - **Dangerous Cargo Flag** – the Dangerous Cargo Flag based on the NOSA Document
   - **Customs Registration Number** – the customs registration number.
   - **Party to Bill** – the party to be billed.

4. Click on the **Search Link** besides the **Vessel Name** Field in order to search for a Vessel Name.

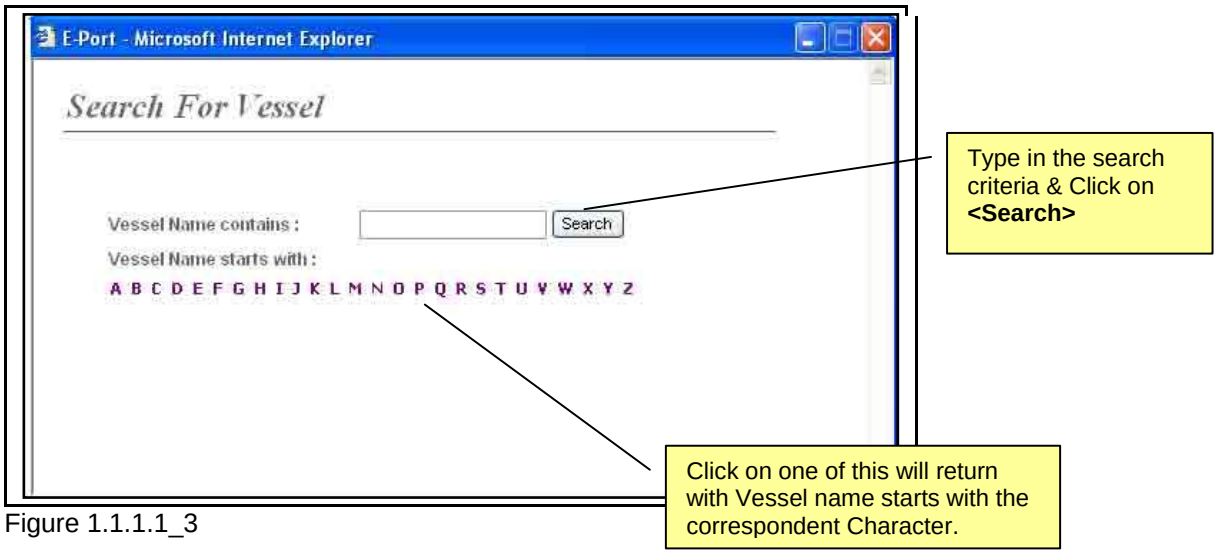

E-Port - Microsoft Internet Explorer
Search For Vessel
Vessel Name contains :
Search
Vessel Name starts with :
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Type in the search criteria & Click on <Search>
Click on one of this will return with Vessel name starts with the correspondent Character.

Figure 1.1.1.1_3

1. Search Screen for Vessel Name. Choose either key in the search criteria or click on one of the fixed link below in order to get the correct vessel name from database

2. On the screen is displayed the following information:

   - **Vessel Name Contains**– Search Criteria for the Vessel Name.

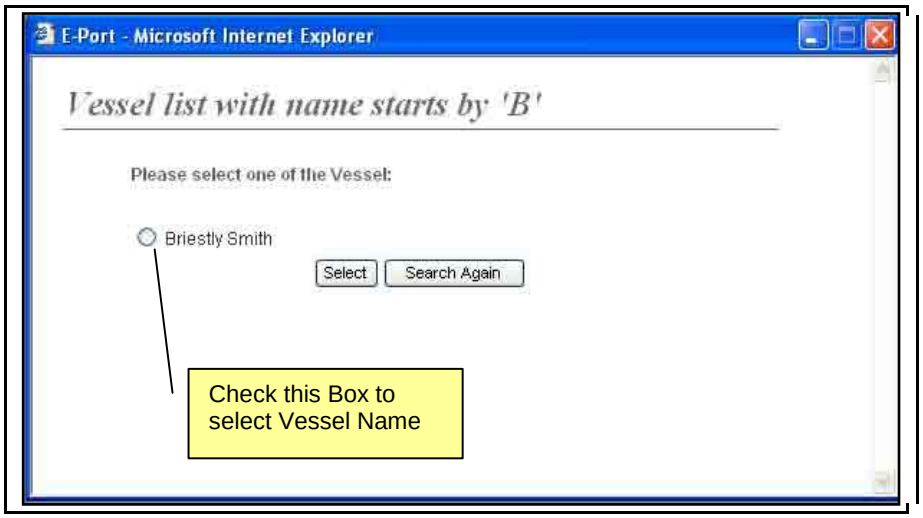

E-Port - Microsoft Internet Explorer
Vessel list with name starts by 'B'
Please select one of the Vessel:
Briestly Smith
Select
Search Again
Check this Box to select Vessel Name

Figure 1.1.1.1_4

1. Select one of the Vessel Name and click on Select. This window will be closed after click the select button
2. On the screen is displayed the following information**:**
   - **Vessel Name** – all available / related vessel names will be displayed.

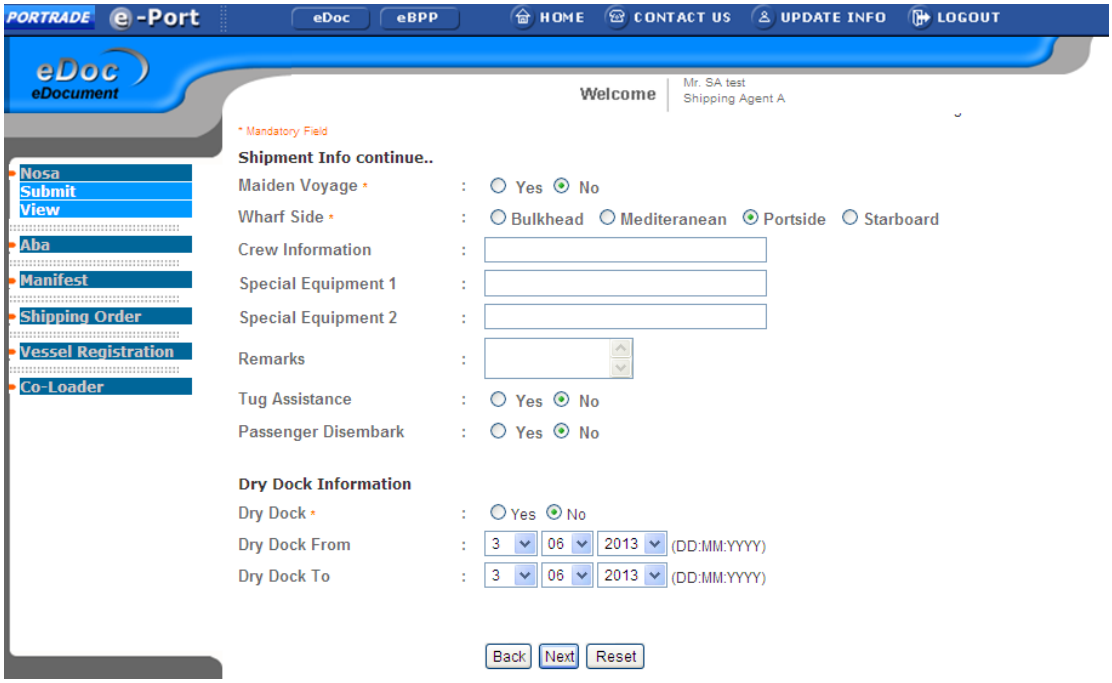
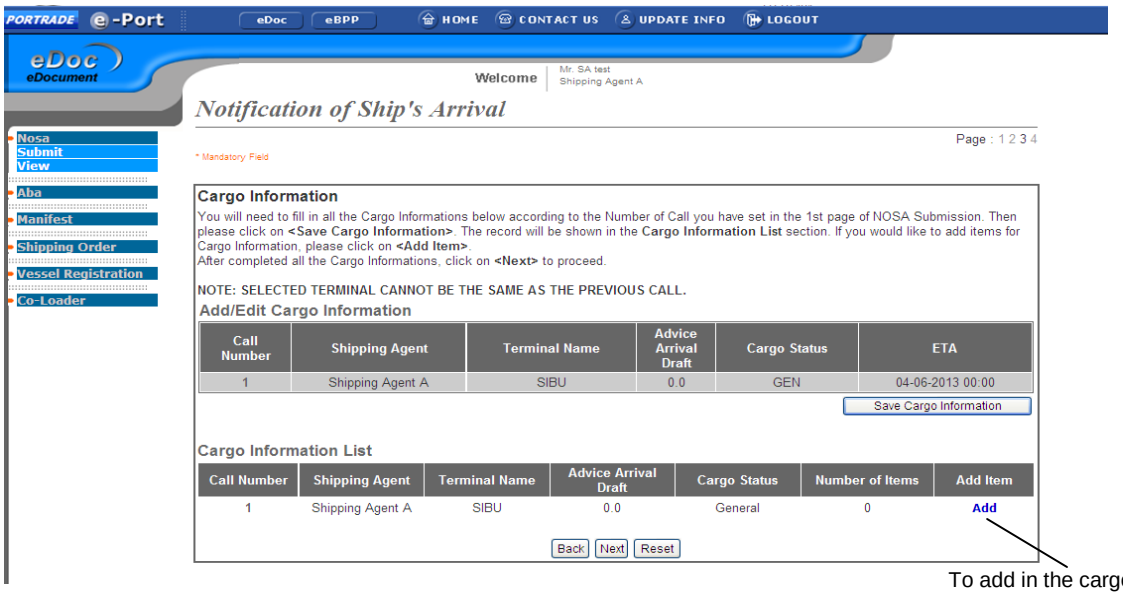


Figure 1.1.1.1_5

1. Second page of NOSA Online Form. This part is for Shipping Information.
2. On the screen is displayed the following information:
   - **Maiden Voyage** – To specify whether it is a maiden voyage.
   - **Wharf Side –** the wharf location
   - **Crew Information –** the crew information
   - **Special Equipment 1** – the special equipment
   - **Special Equipment 2** – the special equipment
   - **Remarks** – the remarks
   - **Tug Assistance** – to specify if tug assistance required
   - **Passenger Disembark** – the passenger disembark flag
   - **Dry Dock** – the dry dock flag
   - **Dry Dock From** – the dry dock start date
   - **Dry Dock To** – the dry dock end date



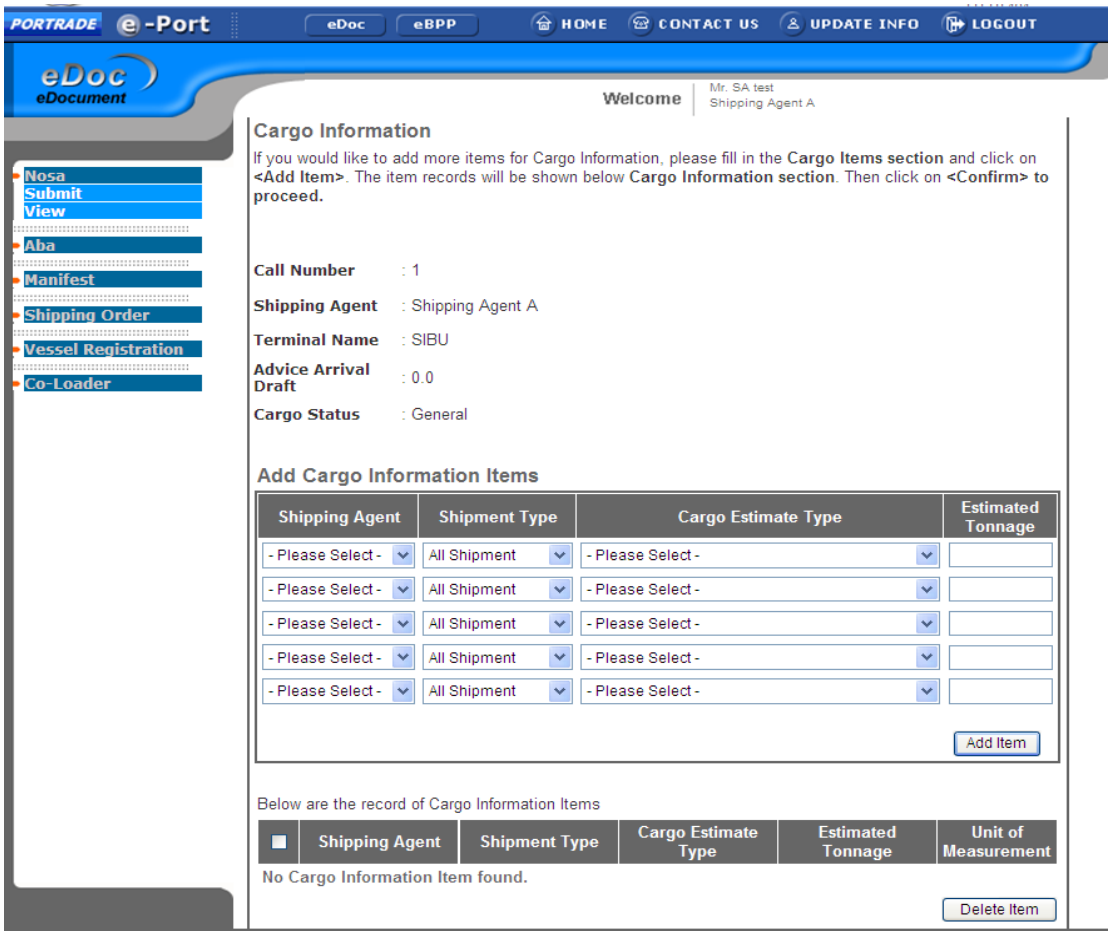


Figure 1.1.1.1_6

3. Third page of NOSA Online Form. This part is for Cargo Information.

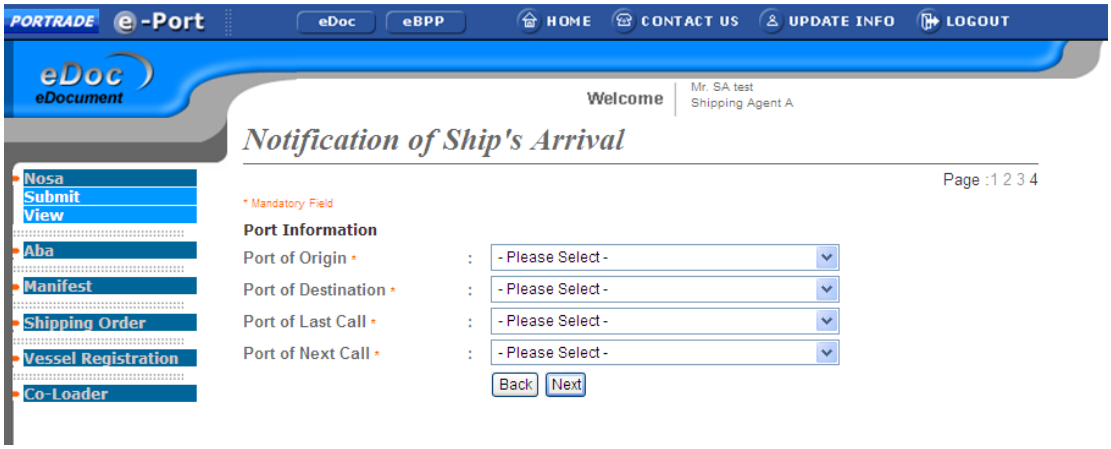


Figure 1.1.1.1_7

4. Fourth page of NOSA Online Form. This part is on Port Information.
5. On the screen is displayed the following information:
6. **Port of Origin –** the Origin Port based on NOSA Document
7. **Port of Destination –** the Destination Port based on NOSA Document
8. **Port of Last Call –** the Last Call Port based on NOSA Document
9. **Port of Next Call –** the Next Call Port based on NOSA Document

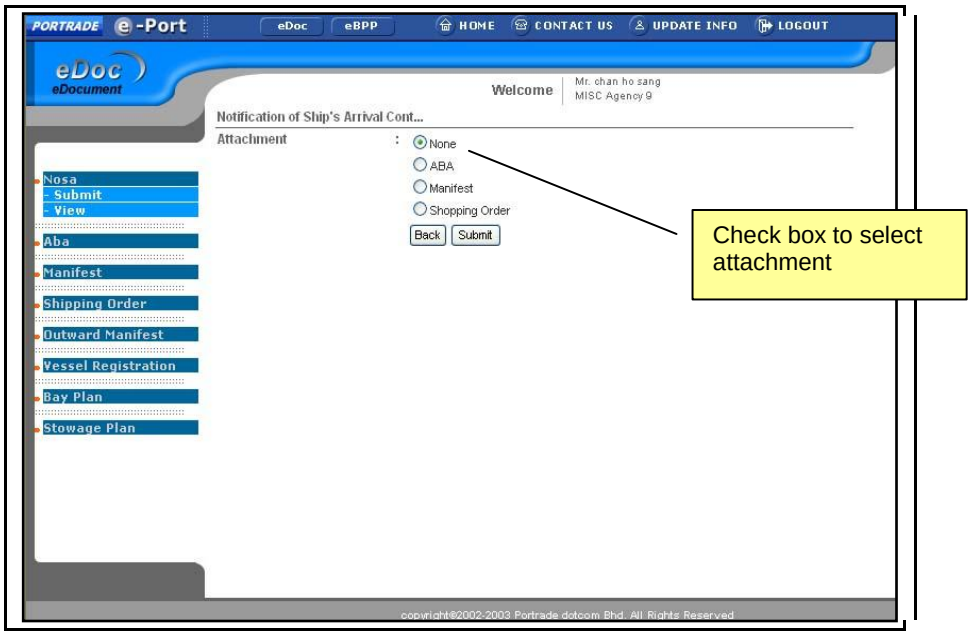


Figure 1.1.1.1_9

1. Final page of online NOSA Submission Form

2. On the screen is displayed the following information:

- **Attachment** – specify whether the NOSA document is attach with ABA, Manifest, or Shipping Order or None.

3. Click on Submit button to submit NOSA document.

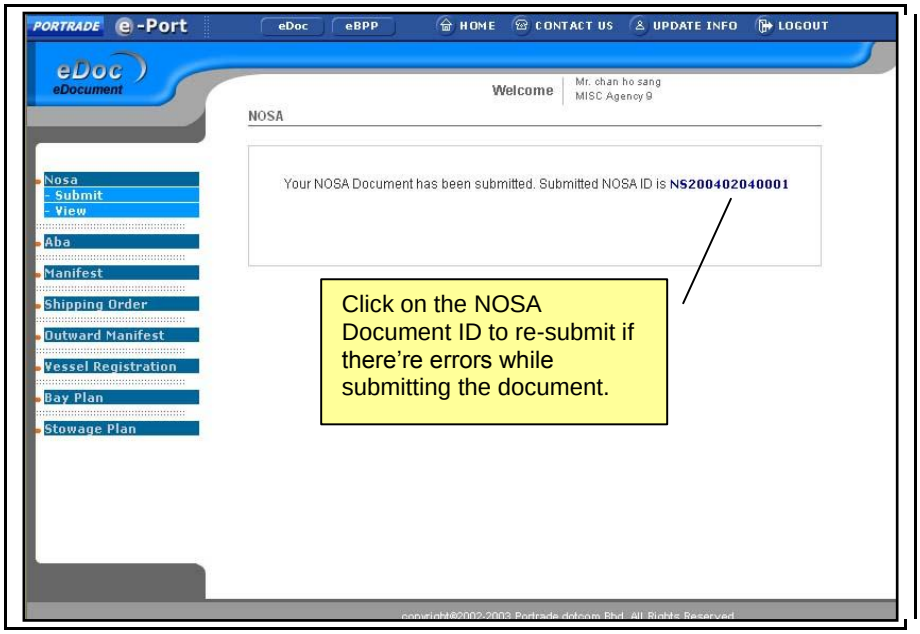


Figure 1.1.1.1_10

1. Result Screen will be displayed after submission of each document.

2. This is an example of submission with errors. Click on the NOSA Document ID to resubmit.

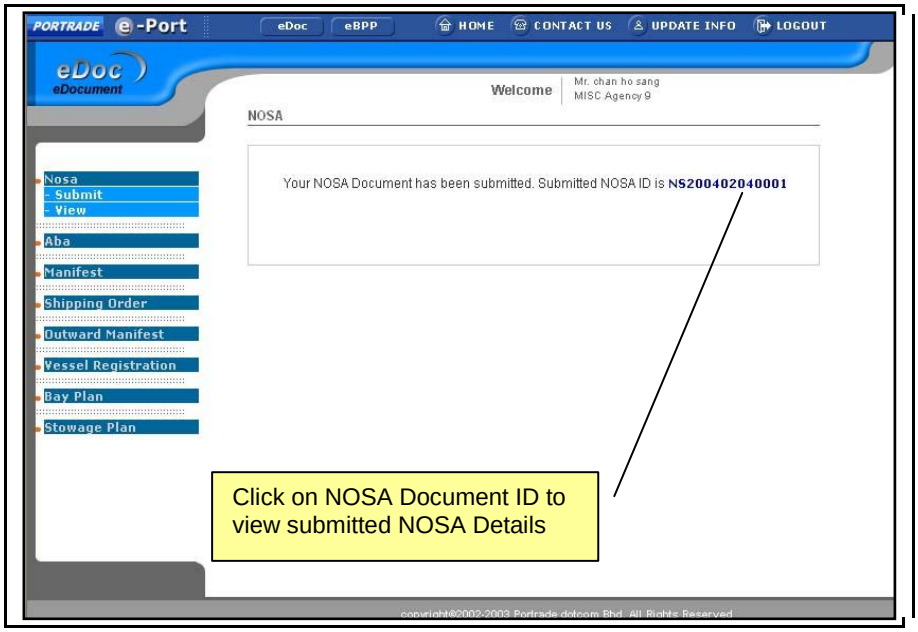


Figure 1.1.1.1_11

1. Example of successful submission screen.

1.1.1.1 NOSA List

This module will displayed list of submitted NOSA document for tracking purpose.

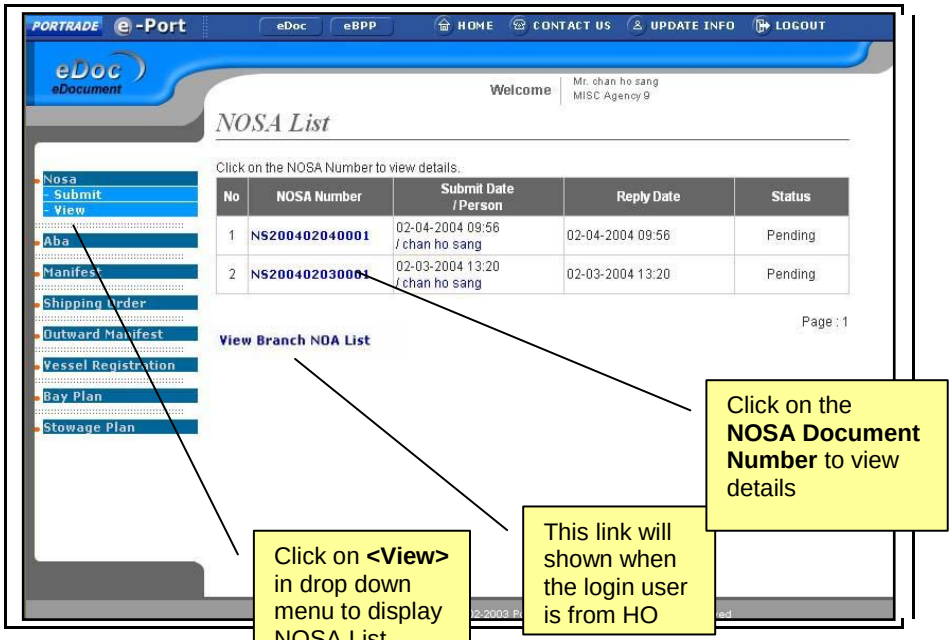


Figure 1.1.1.2_1

1. Submitted NOSA Document List. Will show 10 records per page. Most recent record will be shown in the beginning.
2. On the screen displayed fields are:
   - **No** – Number of NOSA Document
   - **NOSA Number** – NOSA Document Number
   - **Vessel Name** – Vessel Name based on NOSA Document
   - **Receiving Port** – Receiving Port based on NOSA document
   - **Submit Date / Person** – Submission date time and Person Submit based on the NOSA Document
   - **Status** – NOSA Document Status – Not Submitted, Pending, Rejected, Accepted, Duplicated.

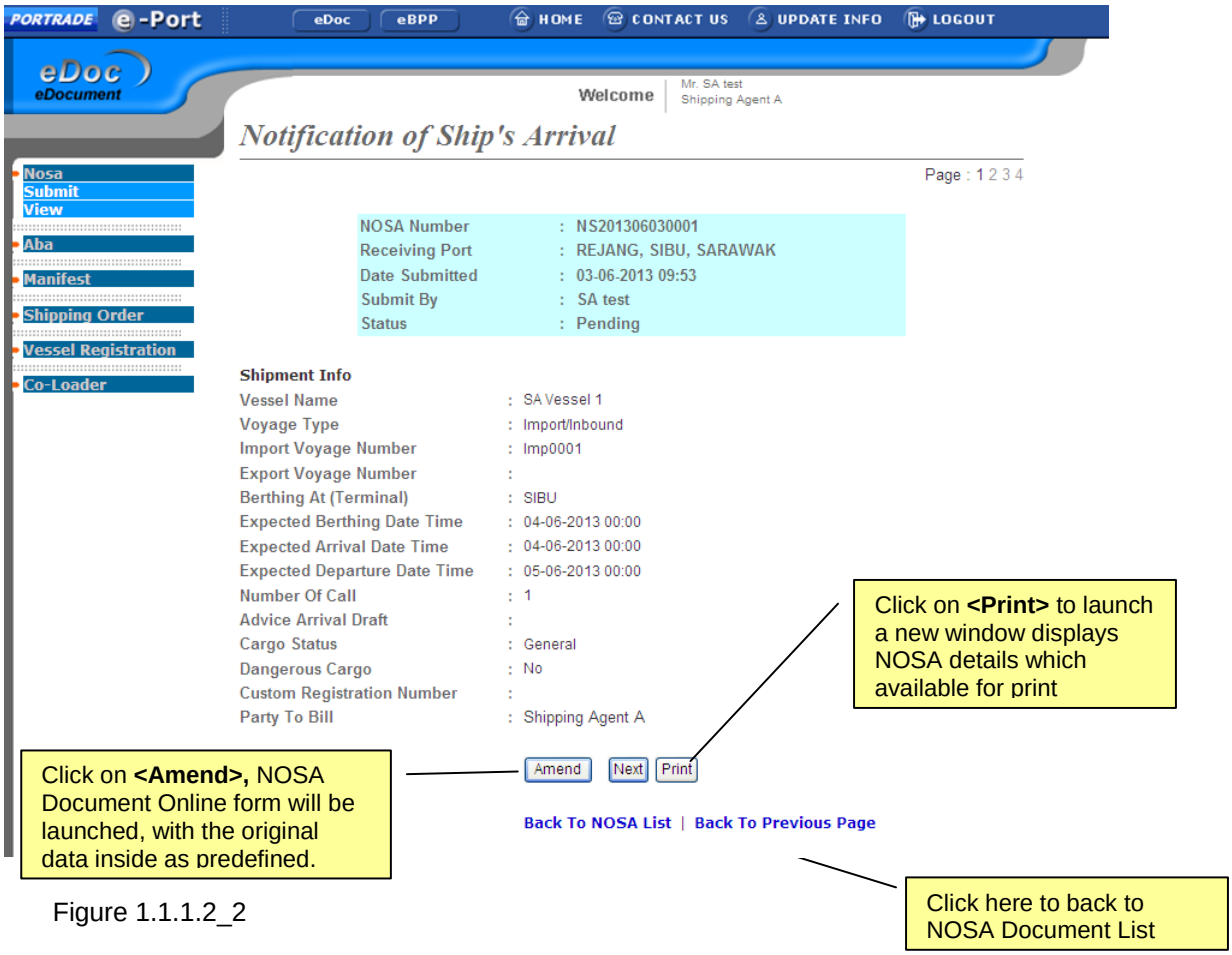


Figure 1.1.1.2_2

1. The details of first page of NOSA Document will be displayed as the above screen.

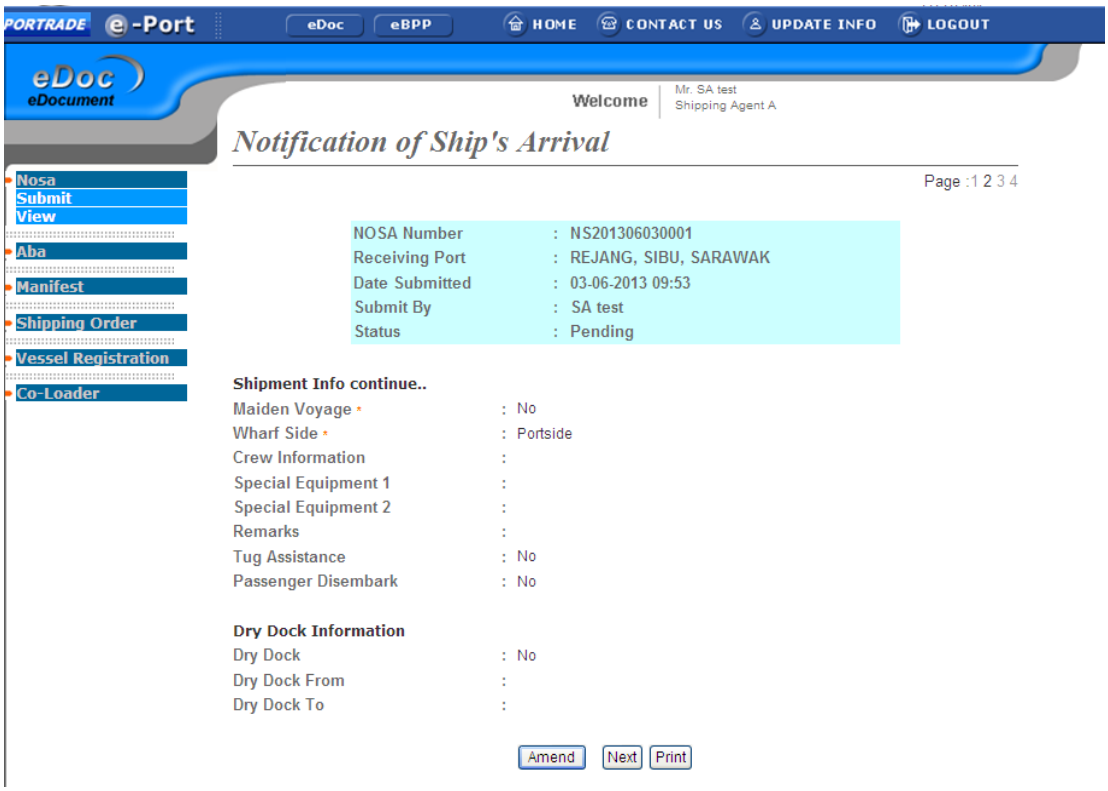


Figure 1.1.1.2_3

2. The details of second page of NOSA Document will be displayed as the above screen.

Figure 1.1.1.2_4

3. The details of third page of NOSA Document will be displayed as the above screen.

Figure 1.1.1.2_5

4. The details of final page of NOSA Document will be displayed as the above screen.

1.1.1.2 Amendment of NOSA

NOSA Document Online Form will be displayed as shown in Figure 1.1.1.1_2 when click on the **Amend** Button,

1.1.1.3 View Error List of NOSA

When a NOSA Document is rejected by IPMS, the Error Description will be shown in the Error List.

Click here to display Error List
NOSA Number : NS200402130001
Receiving Port : KUCHING
Date Submitted : 02-13-2004 15:50
Submit By : chan ho sang
Status : Rejected View Error List
Date Approval : 02-13-2004 15:50
SCN :

Figure 1.1.1.4_1

5. The status of rejected NOSA Document.
6. **View Error List Link** will be displayed beside Status Field.

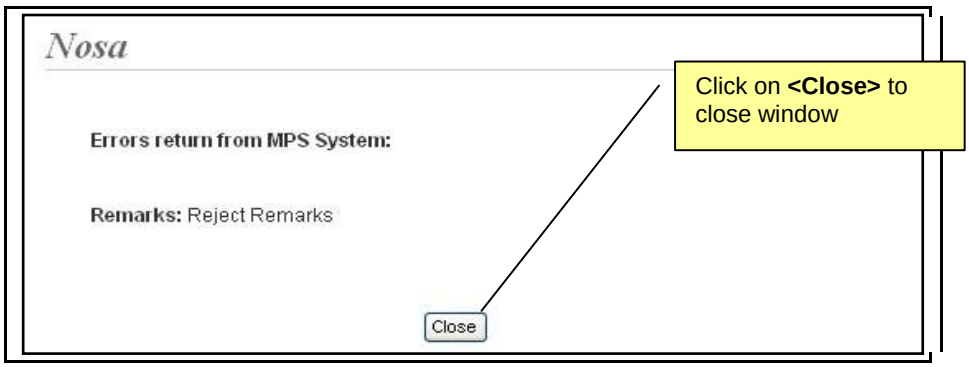


Figure 1.1.1.4_2

1. Error List of rejected NOSA Document

2. On the screen is displayed the following information:
   - **Remarks** –the description of the error receive from ipms.

1.1.2 ABA Document

There are two main modules under this portion: Submission and Tracking.

1.1.2.1 Submission of ABA Document

Submission of ABA Document can be done when a NOSA Document is accepted by IPMS and also SCN or NOSA Number is available. Without a valid SCN or NOSA Number, submission of ABA Document cannot be done.

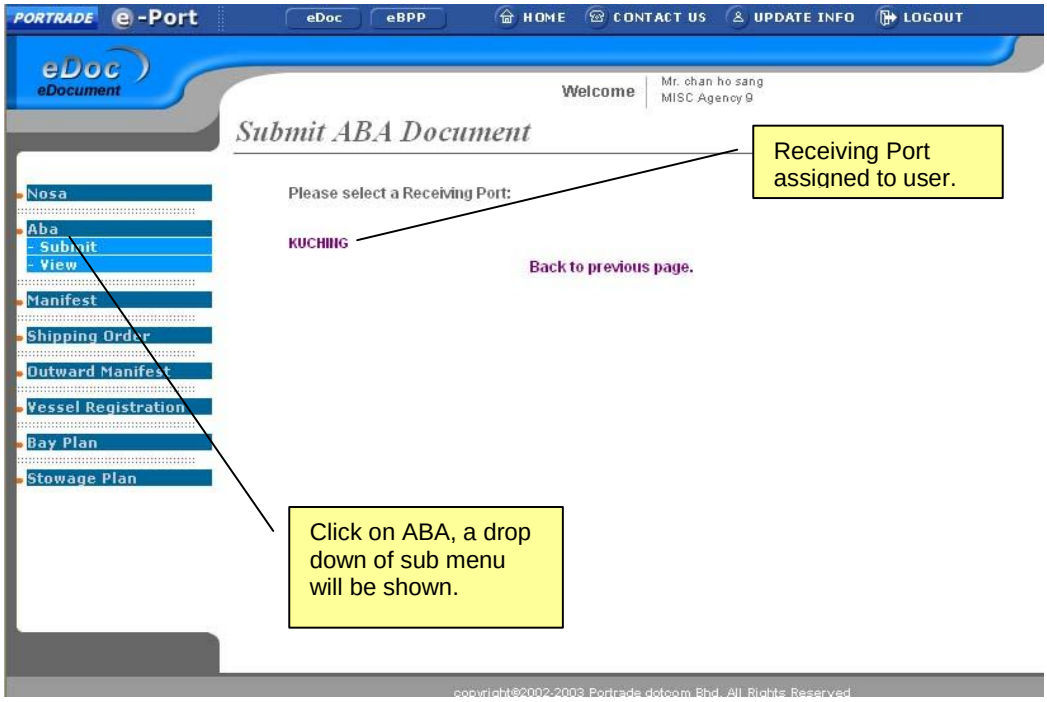


Figure 1.1.2.1_1

3.In order to submit ABA Document, first step will be selecting a Receiving Port which is related to the ABA Document.

3.On the screen displayed the Receiving Port which will received the ABA Document

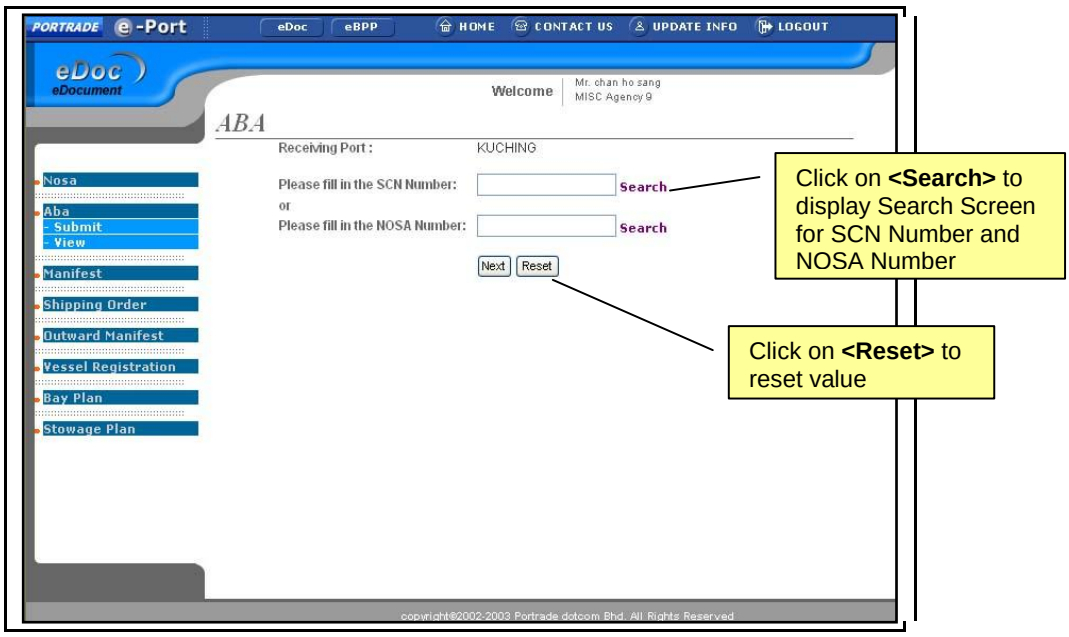


Figure 1.1.2.1_2

1. Second step will be selecting a valid SCN or NOSA Number which match with the corresponding NOSA Document.

2. On the screen displayed the following information:
   - SCN Number – SCN Number that match with a NOSA Document. Can click on search for a lookup screen or direct key in the valid SCN Number.
   - NOSA Number – SCN Number that match with a NOSA Document. Can click on search for a lookup screen or direct key in the valid SCN Number.
3. Click on Next to proceed.

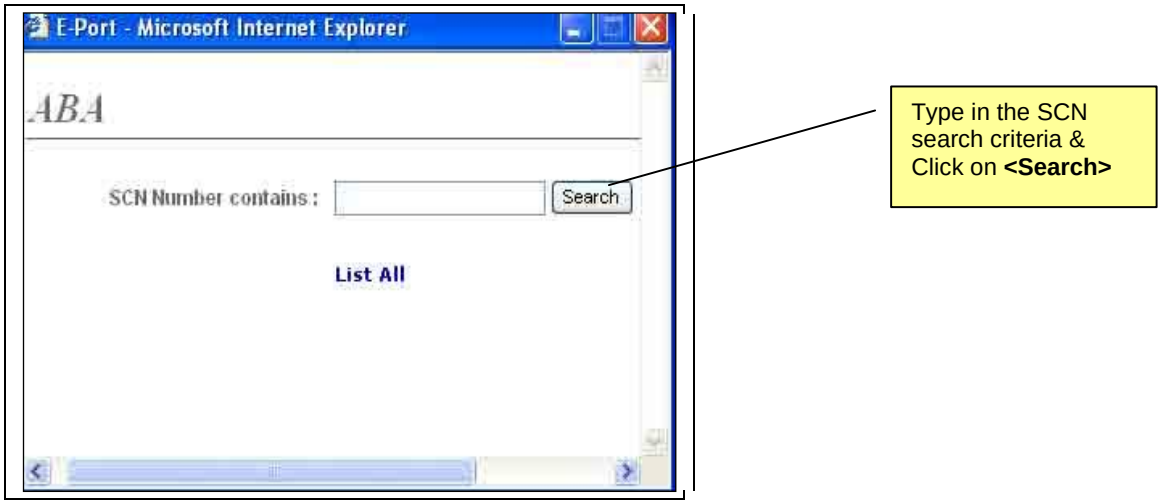


Figure 1.1.2.1_3

1. SCN Lookup screen. This screen will be launched when click on the 'Search' link on the first step of ABA online form.
2. On the screen displayed the following information:
   - **SCN Number Contains** – search criteria for SCN Number
   - **List All** – List all available SCN Number.

Figure 1.1.2.1_4

1. Search result screen will be displayed after click on the search button / list all at the SCN Lookup screen
2. On the screen displayed the following information:
   - **Available SCN Number** – select one of the SCN Number and click on select, this value will be passed back to the parent window.

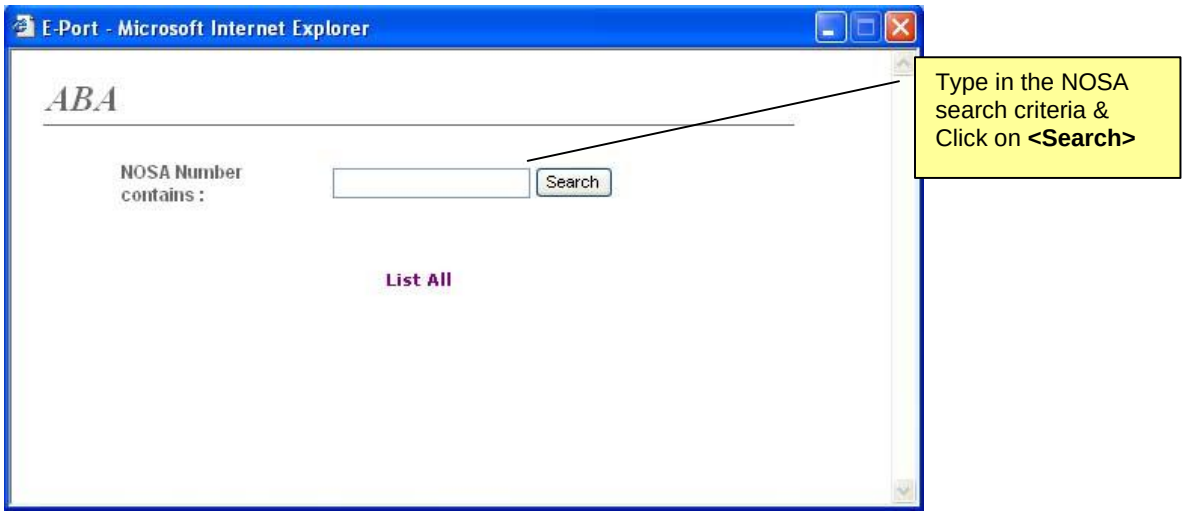


Figure 1.1.2.1_5

3. NOSA Lookup screen. This screen will be launched when click on the 'Search' link on the first step of ABA online form.
4. On the screen displayed the following information:
   - **NOSA Number Contains** – search criteria for NOSA Number
   - **List All** – List all available NOSA Number.

Figure 1.1.2.1_6

3. Search result screen will be displayed after click on the search button / list all at the NOSA Lookup screen

4. On the screen displayed the following information:
   - **Available NOSA Number** – select one of the NOSA Number and click on select, this value will be passed back to the parent window.

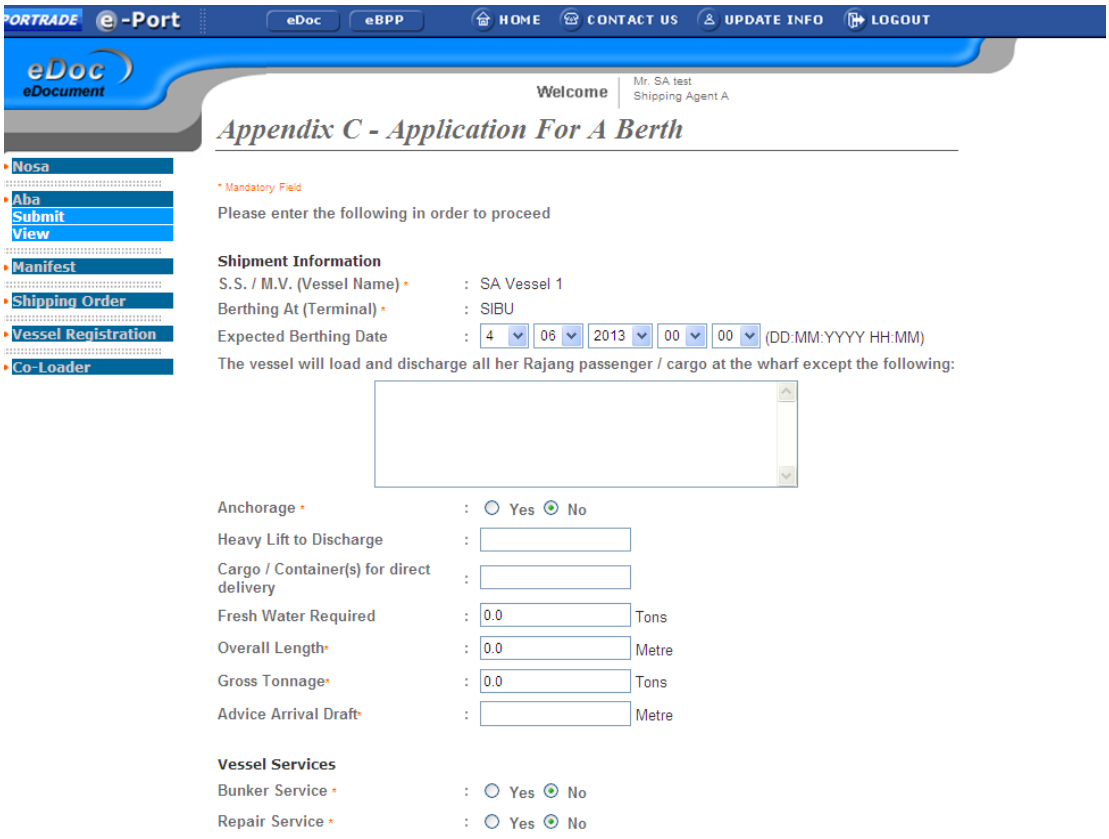


Figure 1.1.2.1_7

1. ABA online form page 1. Display necessary fields for fill in before submitting the ABA Document.
2. On the screen displayed the following information:
   - **S.S. / M.V.(Vessel Name)** – Vessel Name based on the ABA Document.
   - **Berthing At (Terminal)** – the Terminal which the vessel will berth.
   - **Expected Berthing Date** – Expected Berthing Date based on the ABA Document
   - **Anchorage**– Anchorage required by vessel based on the ABA Document
   - **Heavy Lift to Discharge –** the heavy lift to discharge
   - **Cargo / Container(s) for direct delivery** – the Cargo/Container(s) for direct delivery
   - **Fresh Water required** – the tonnage of Fresh Water required
   - **Overall Length** – the Overall Length of the vessel in meter
   - **Gross Tonnage** – the Gross Tonnage of the Vessel
   - **Advice Arrival Draft –** the advice arrival draft of the vessel
   - **Bunker Service** – bunker service flag
   - **Repair Service –** repair service flag

- **Other Service** – specify other service required

4. Click on Submit button to submit ABA.

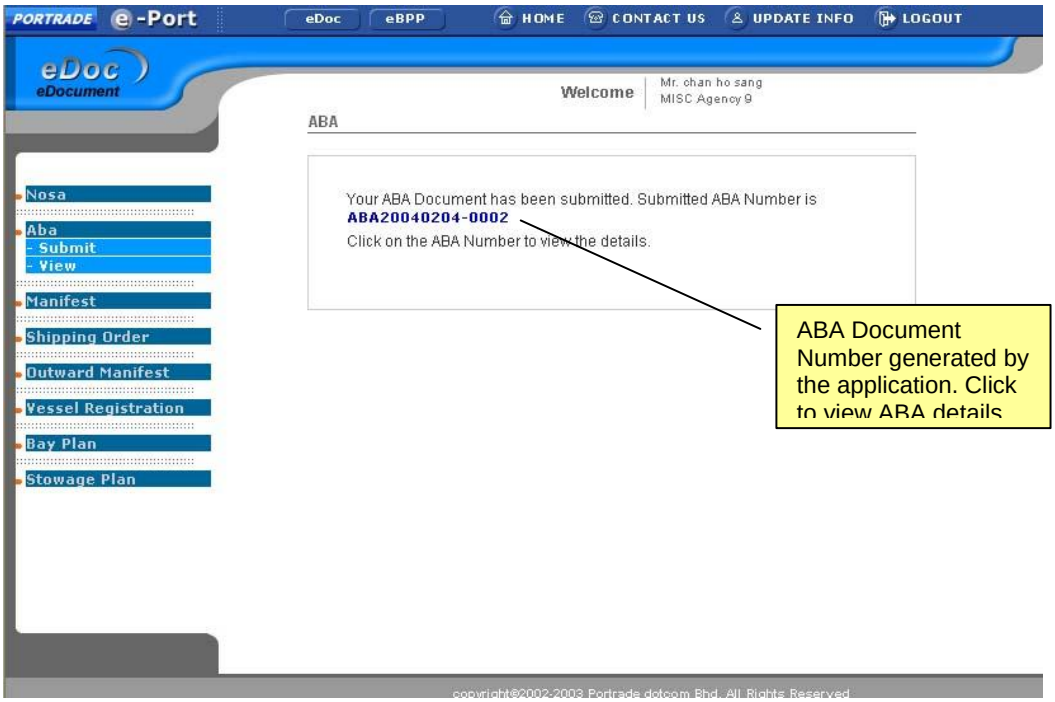


Figure 1.1.2.1_8

1. After submitted the ABA Document, result page will be shown.

1.1.2.2 ABA Document List

This module will display list of submitted ABA Document for tracking on the status of each document.

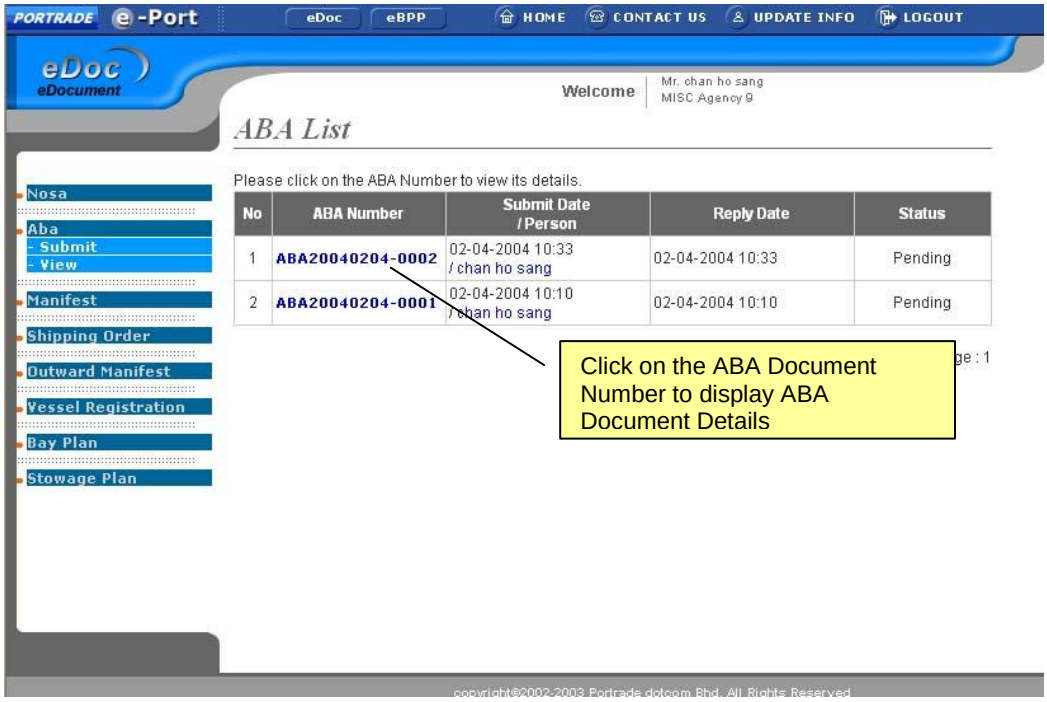


Figure 1.1.2.2_1

1. ABA Document Listing Page. Only will displayed 10 Records per page, order by latest record.

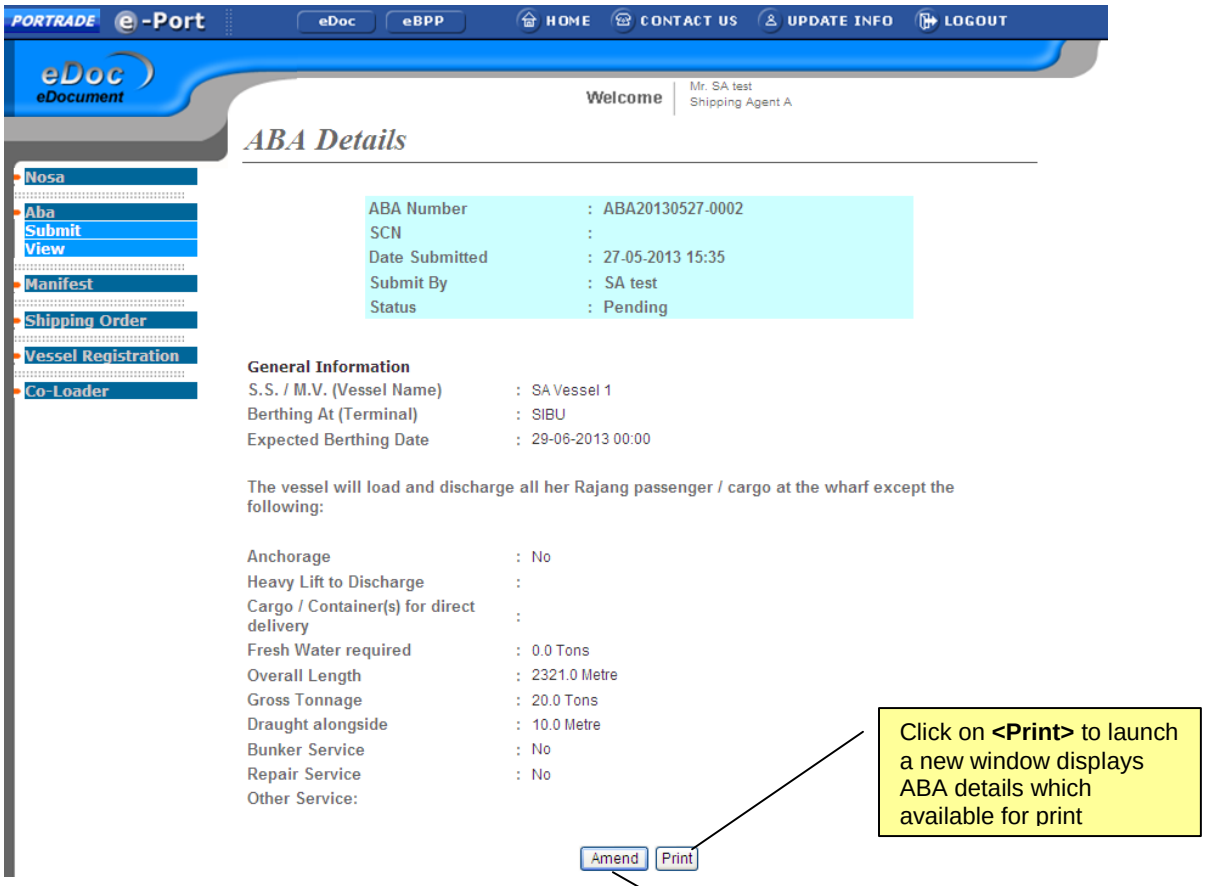


Figure 1.1.2.2_2

1. ABA Document details.

ABA Details
ABA Number : ABA20130527-0002
SCN :
Date Submitted : 27-05-2013 15:35
Submit By : SA test
Status : Pending
S.S. / M.V. (Vessel Name) : SA Vessel 1
Berthing At (Terminal) : SIBU
Expected Berthing Date : 29-06-2013 00:00
The vessel will load and discharge all her Rajang passenger / cargo at the wharf except the following:
Anchorage : No
Heavy Lift to Dischar :
Cargo / Container(s) for direct delivery :
Fresh Water required : 0.0 Tons
Overall Length : 2321.0 Metre
Gross Tonnage : 20.0 Tons
Draught alongside : 10.0 Metre
Bunker Service : No
Repair Service : No
Other Service:

Figure 1.1.2.1_3

1. Print out format for ABA Document. This screen will be displayed in a new Window when click on the **<Print>** Button.

1.1.2.3 View Error List of ABA

When a ABA Document is rejected by IPMS, the Error Description will be shown in the Error List.

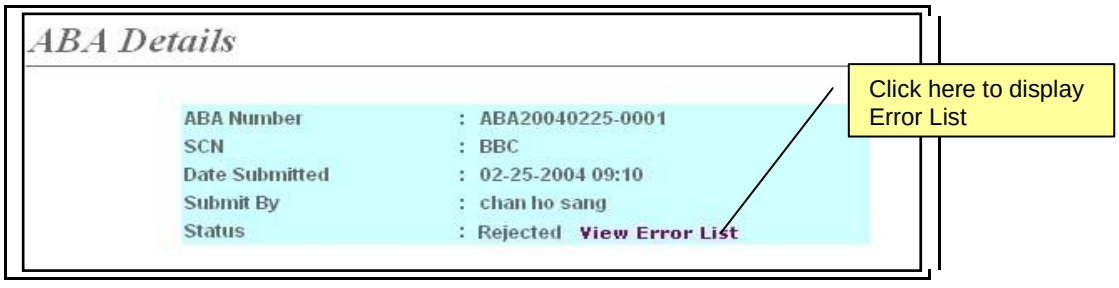

ABA Details
ABA Number : ABA20040225-0001
SCN : BBC
Date Submitted : 02-25-2004 09:10
Submit By : chan ho sang
Status : Rejected View Error List
Click here to display Error List

Figure 1.1.2.3_1

1. The status of rejected ABA Document.

2. **View Error List Link** will be displayed beside Status Field.

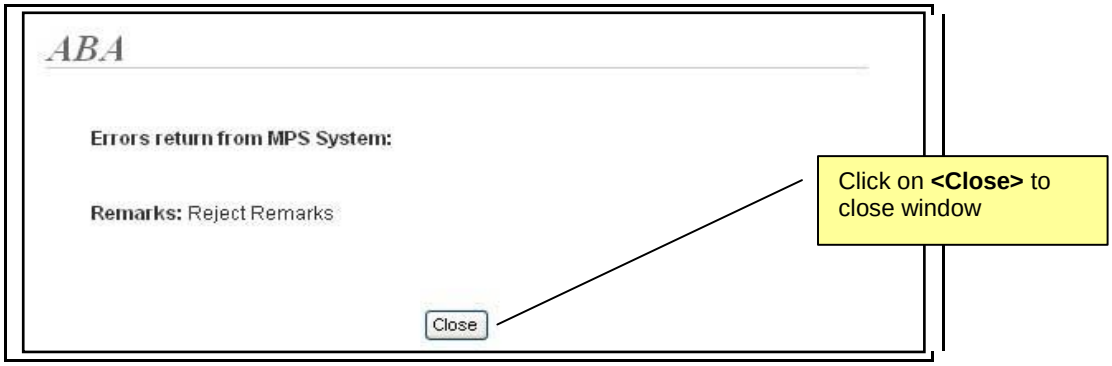


Figure 1.1.2.3_2

1. Error List of rejected ABA Document

2. On the screen is displayed the following information:
   - **Remarks** –the description of the error receive from IPMS.

1.1.3 Manifest Document

There are 3 main modules for Manifest – submission, tracking and resubmit on failed document. Upon tracking process, there're few added functions to enhance the process of submitting a Manifest Document, which are Amend on Manifest Document and also Resubmit the Manifest Document.

1.1.3.1 Submission of Manifest Document

There are 2 types of submission, either by filling the online form or by upload a defined text file.

1.1.3.1.1 Submit via Online Form

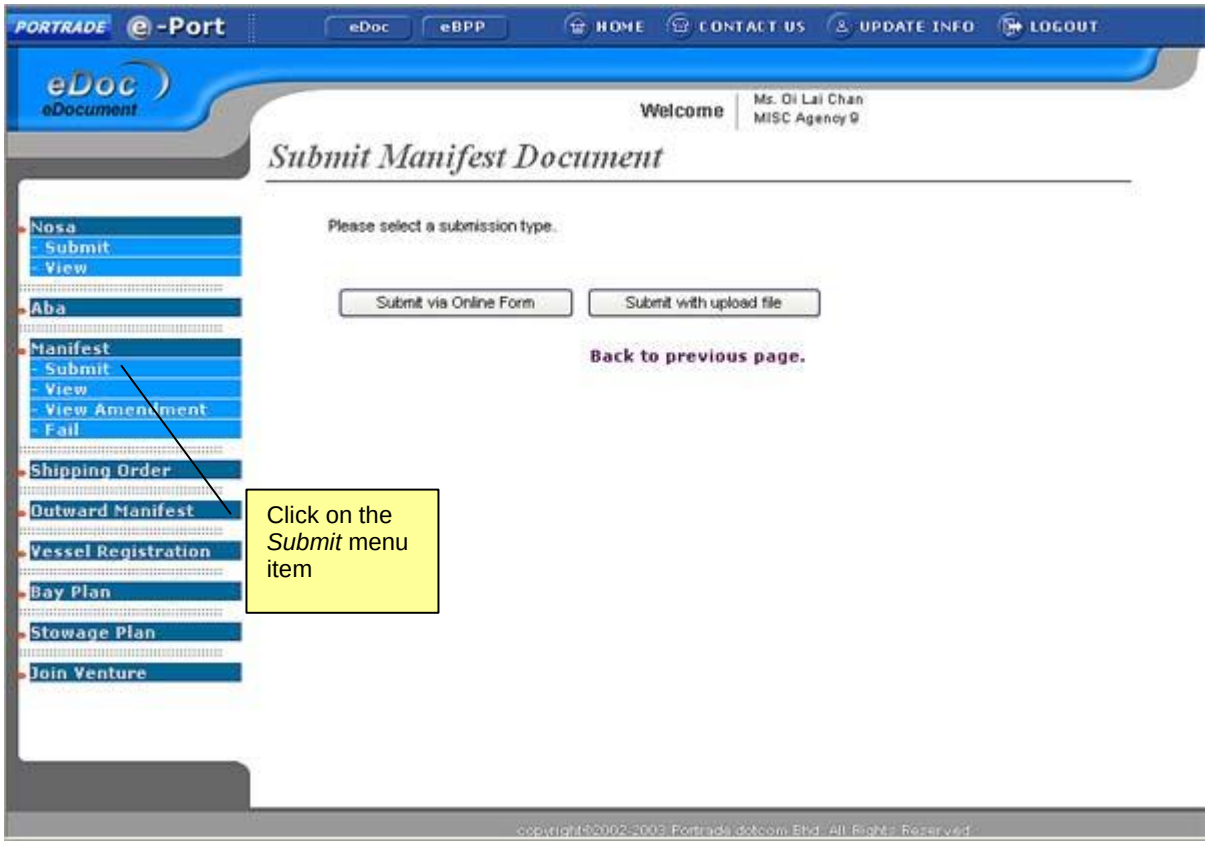


Figure 1.1.3.1.1_1

1. When click on the **Submit** menu item under Manifest, a page of choosing the submission type will be displayed.
2. The submission type will be '***Submit via Online Form***' or '***Submit with Upload File'***

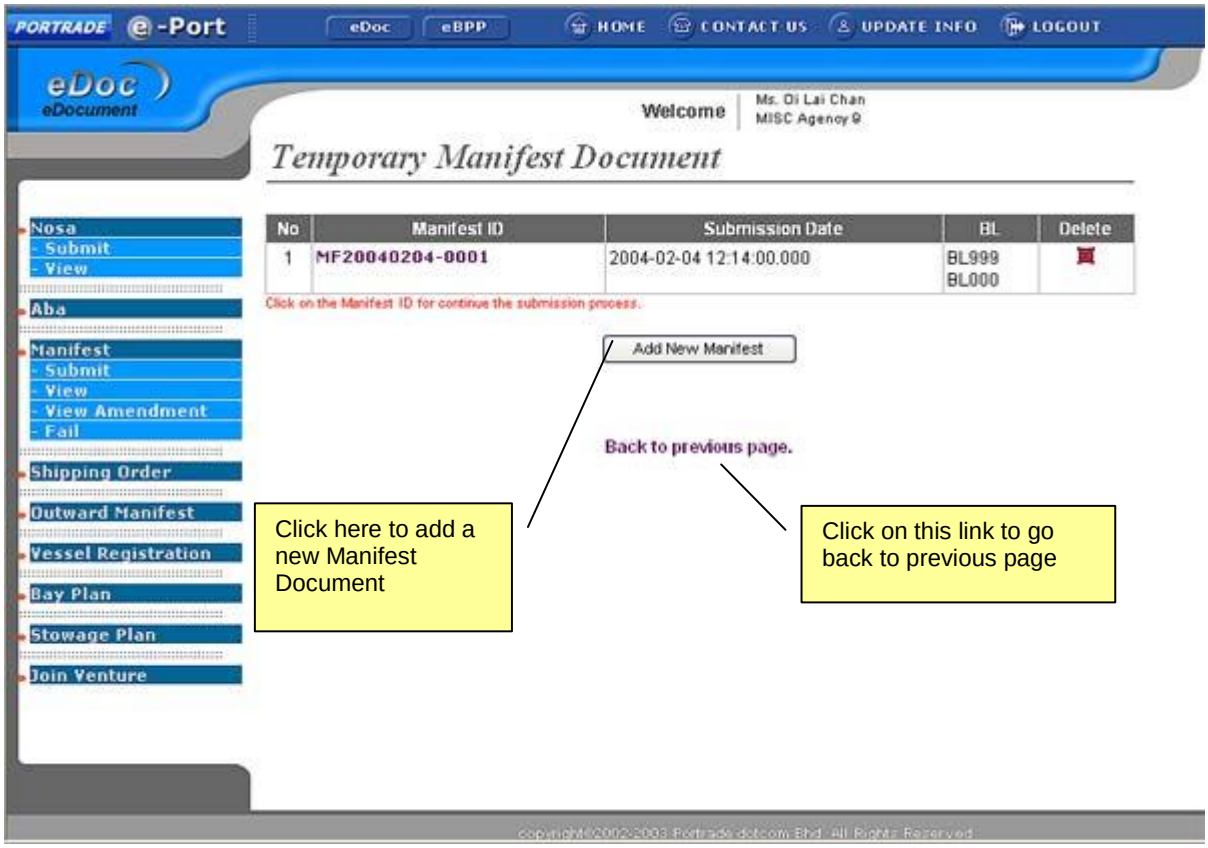


Figure 1.1.3.1.1_2a

a. If choose submit with online form, there will be 2 condition, application will check whether there's any temporary manifest list which stored online but haven't submitted to IPMS yet. If there're records, then a page for temporary manifest list will be displayed (figure 1.1.3.1.1_2a), else, a page for choosing receiving port will be shown (figure 1.1.3.1.1_2b).

b. On the temporary manifest list screen, displayed the following field:

   i. No – Counter for number of records

   ii. Manifest ID – Manifest Document ID which hasn't submitted to IPMS yet.

   iii. Submission Date – Date the document created.

   iv. BL – BL Number for the Manifest/

   v. Delete - used to delete a temporary manifest. Click on the to delete the manifest document

3. Click Add New Manifest to add in new Manifest Document

4. Click on the Manifest ID will launch the Manifest BL List page. (referred to Figure 1.1.3.1.1_10)

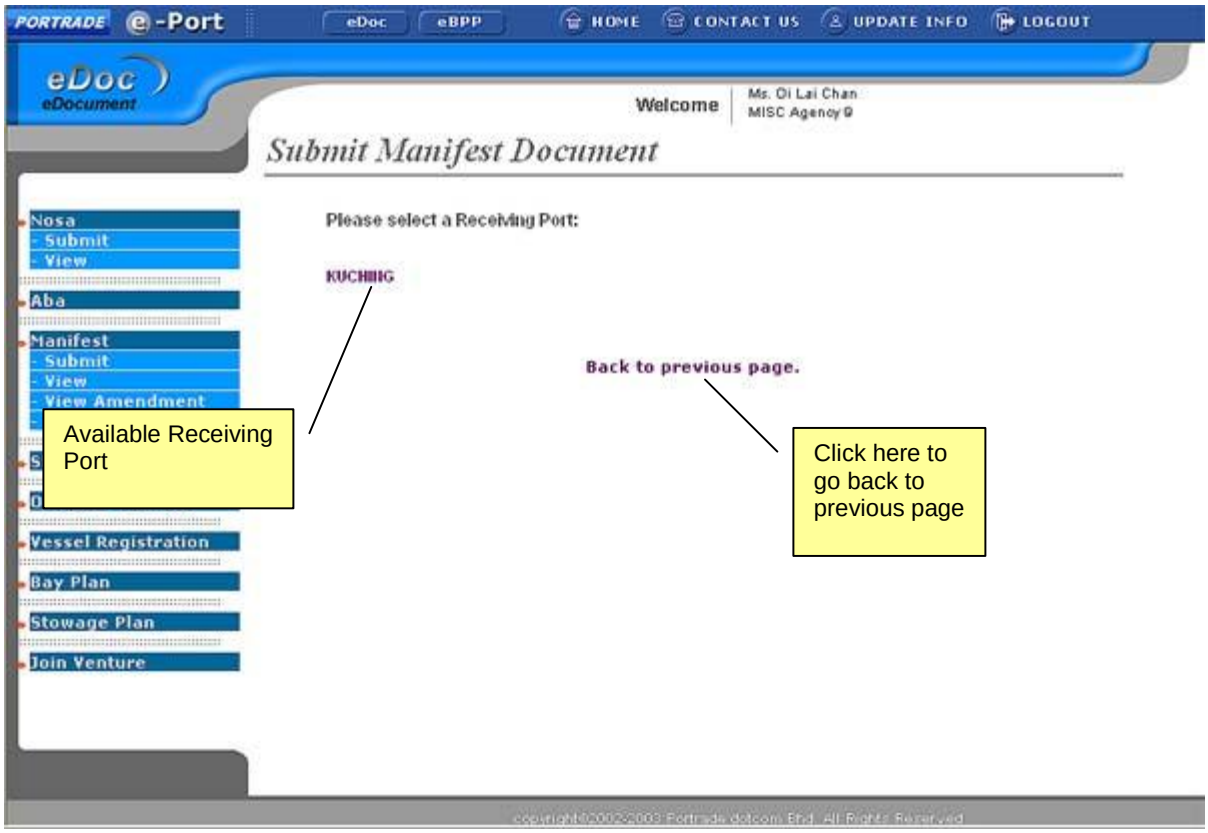


Figure 1.1.3.1.1_2b

1. If choose submit with online form, there will be 2 condition, application will check whether there's any temporary manifest list which stored online but haven't submitted to IPMS yet. If there're records, then a page for temporary manifest list will be displayed (figure 1.1.3.1.1_2a), else, a page for choosing receiving port will be shown (figure 1.1.3.1.1_2b).
2. This page will show after user click on in temporary Manifest List page. (referred to Figure 1.1.3.1.1_2a)
3. List of available receiving port will be shown in the page. Choose one of the port by clicking on the link.

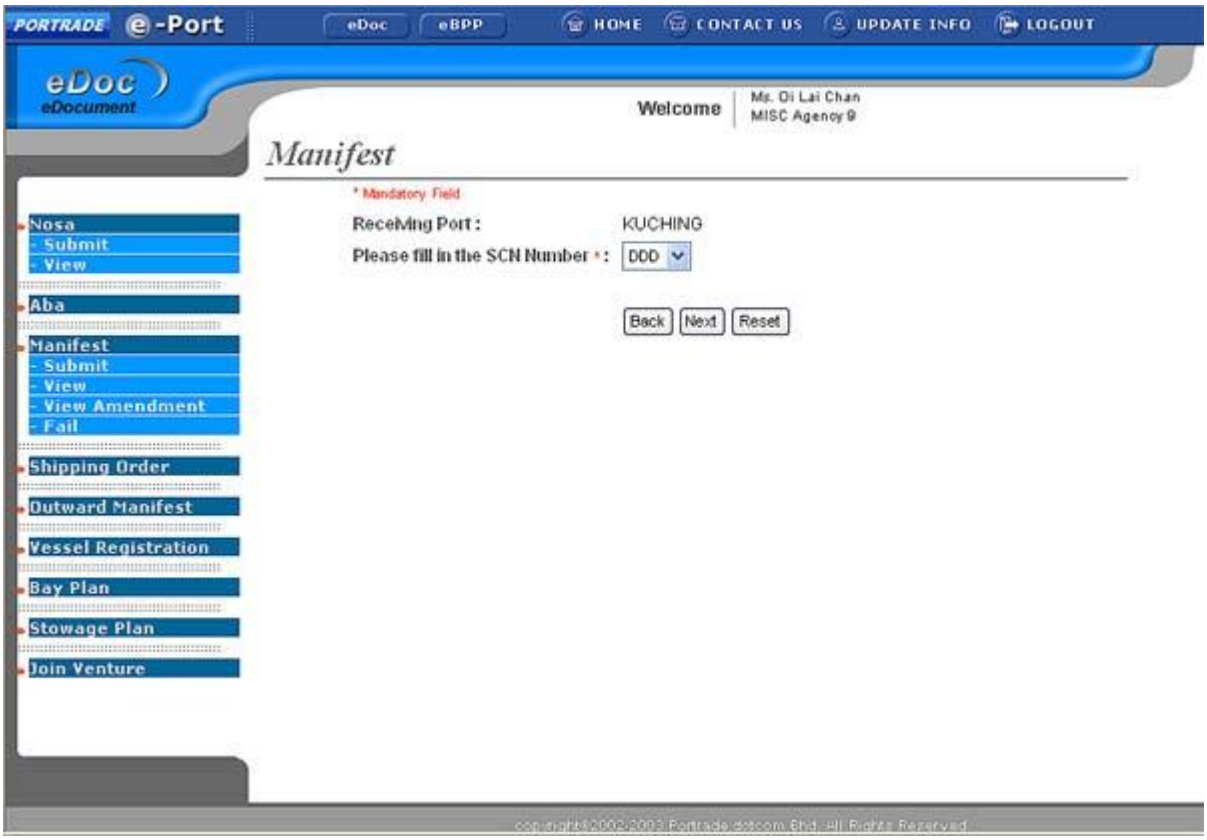


Figure 1.1.3.1.1_3

1. After select the receiving port, this page will be shown
2. Select related SCN Number from the drop down list. If no SCN number is available, no related record message will be shown.
3. Click Back to go back to previous page.
4. Click Next to proceed with the online submission process.
5. Click Reset to reset the data to default value.
6. On the screen displayed the following field:
   - **SCN Number** – SCN Number that link with NOSA Document and also match with the receiving port selected in the previous page.

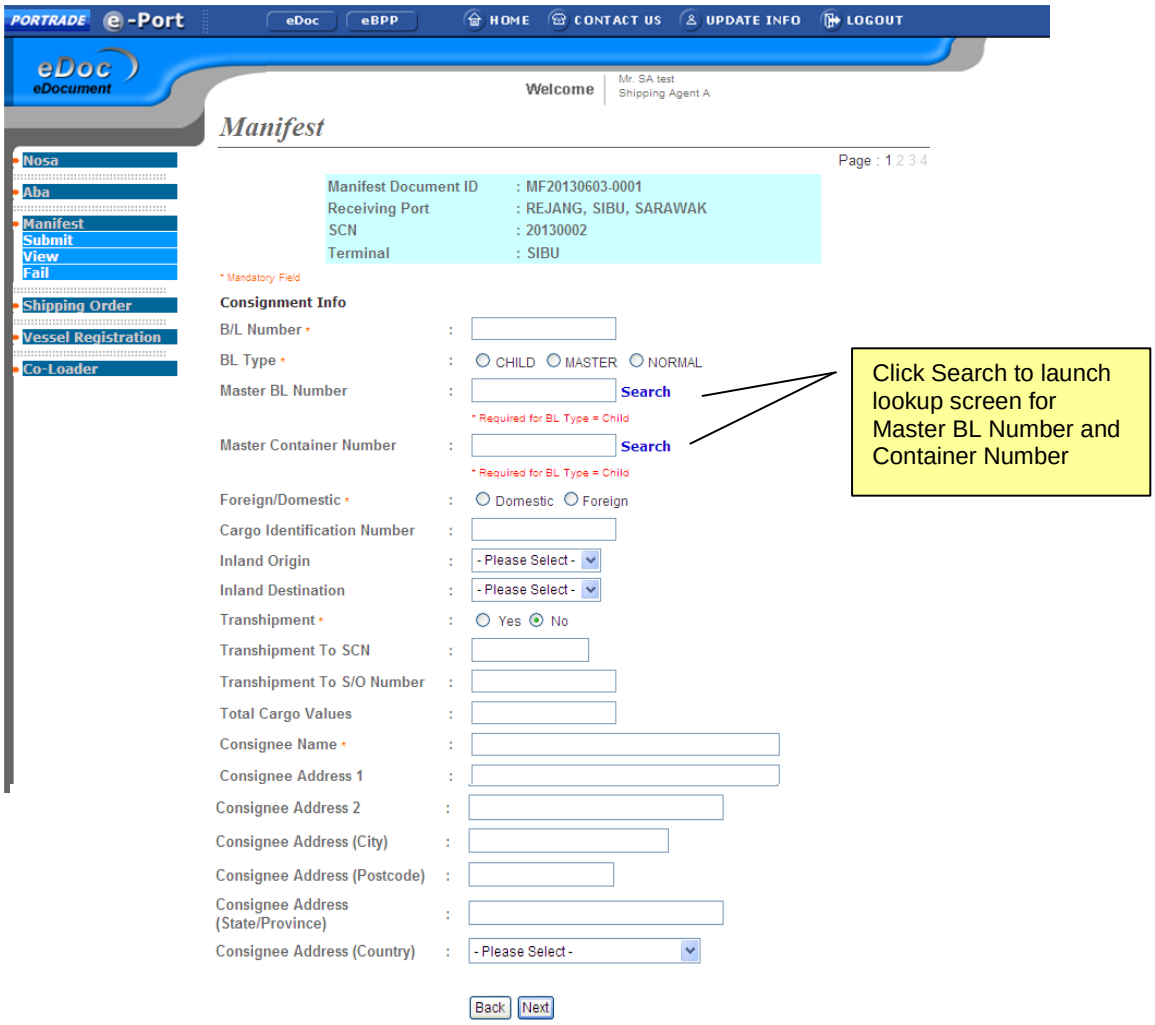


Figure 1.1.3.1.1_4

1. After select the SCN Number, Manifest Document online form page 1 for BL details will be shown.
2. Click Back to go back to select SCN page.
3. Click Next to proceed with Manifest submission process.
4. On the screen displayed the following fields:
   - **BL Number** – the BL Number
   - **BL Type** – the BL Type
   - **Master BL Number** – the Master BL Number, fill only when BL Type is 'Child'
   - **Master Container Number** – the Master Container Number, fill only when BL Type is 'Child'
   - **Foreign/Domestic** - Specify whether it is foreign or domestic vessel
   - **Cargo Identification Number** – the cargo identification number
   - **Inland Origin** – Specify the inland origin
   - **Inland Destination –** Specify the inland destination
   - **Transhipment –** Specify whether this is transshipment cargo
   - **Transhipment to SCN –** Specify the scn of the transhipment
   - **Transhipment to S/O Number** – Specify the SO number of the transhipment

- **Total Cargo Values** – Specify the total cargo values
- **Consignee Name** – the consignee name based on the Manifest Document
- **Consignee Address 1** – the consignee address line 1
- **Consignee Address 2** – the consignee address line 2
- **Consignee Address (City)** – the consignee address City
- **Consignee Address (Postcode)** – the consignee address Postcode
- **Consignee Address (State/Province)** – the consignee address State
- **Consignee Address (Country)** – the consignee address Country

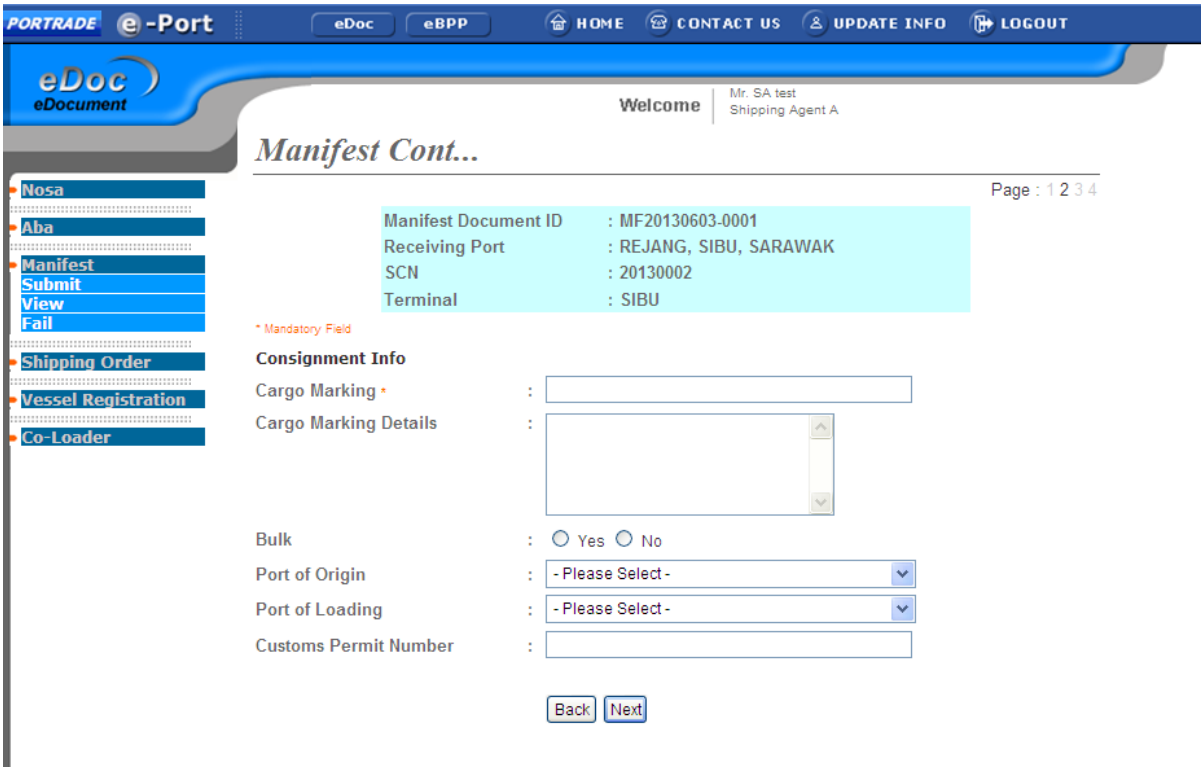


Figure 1.1.3.1.1_5

1. After proceeded with Manifest Online Form page 1 for BL, Manifest Online Form page 2 for BL will be shown.
2. This page consists of the consignment information for the Manifest BL.
3. Click Back to go back to Manifest online form page 1 for BL.
4. Click Next to proceed with Manifest online submission process.
5. On the screen displayed the following fields:
   - **Cargo Marking** – the general cargo marking
   - **Cargo Details Marking** – the general cargo details marking
   - **Bulk** – specify the bulk flag of cargo
   - **Port of Origin** – the port of origin of the cargo
   - **Port of Loading** – the port of loading of the cargo
   - **Customs Permit Number** – Specify the customs permit number

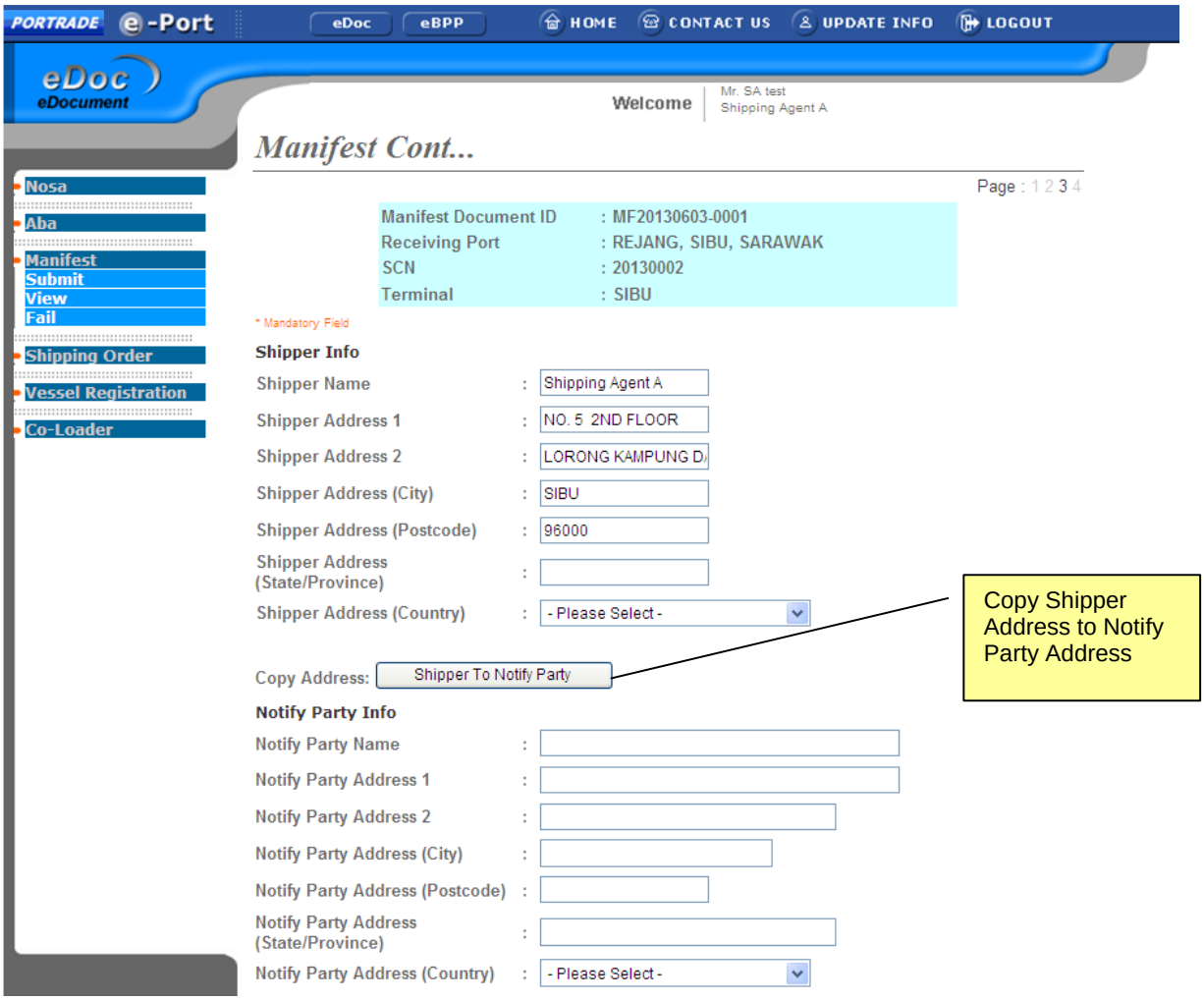


Figure 1.1.3.1.1_6

1. Manifest Document online form page 3 for BL will be shown when 'Next' button been clicked on page 2.
2. This page consists of Shipper Information and Notify Party Information.
3. Shipper Information will be defaulted to the login user's details.
4. Click on the Shipper To Notify Party to copy the shipper address to Notify Party
5. Click on Back to go back to Manifest Online Form page 2.
6. Click on Next to proceed with Manifest Online submission process.
7. On the screen displayed the following information:
   - **Shipper Name** – the Shipper Name
   - **Shipper Address 1** – the 1st address line of Shipper
   - **Shipper Address 2** – the 2nd address line of Shipper
   - **Shipper Address (City)** – the city of the shipper
   - **Shipper Address (Postcode)** – the postcode of the shipper
   - **Shipper Address (State)** – the state of the Shipper
   - **Shipper Address (Country)** – the country of the Shipper
   - **Notify Party Name** – the Notify Party name
   - **Notify Party Address 1** – the address line 1 of Notify Party
   - **Notify Party Address 2** – the address line 2 of Notify Party
   - **Notify Party Address (City)** – the city of Notify Party

- **Notify Party Address (Postcode)** – the postcode of Notify Party
- **Notify Party Address (State)** – the state of Notify Party
- **Notify Party Address (Country)** – the country of Notify Party

Figure 1.1.3.1.1_7

1. After filling in the main information for BL, this page will be displayed in order for preview item list that attach to the BL.
2. Click on Modify BL if there's any changes to make for the BL details.
3. Click on Add BL for adding another BL to attach with the Manifest.
4. Click on Add Item to add item for the current BL.
5. Click on Back to BL List to go to the page which show all BLs that attached to the current Manifest (referred to Figure 1.1.3.1.1_10).
6. Click on Confirm Submit to submit the Manifest Document .
7. On the screen displayed the following information:
   - **Item Number** – the Item Number
   - **Cargo Description** – description for Item.
   - **Quantity** – quantity of the item declared
   - **Volume** – volume of the item declared
   - **Weight** – weight of the item declared
   - **Delete** – Delete action for item.

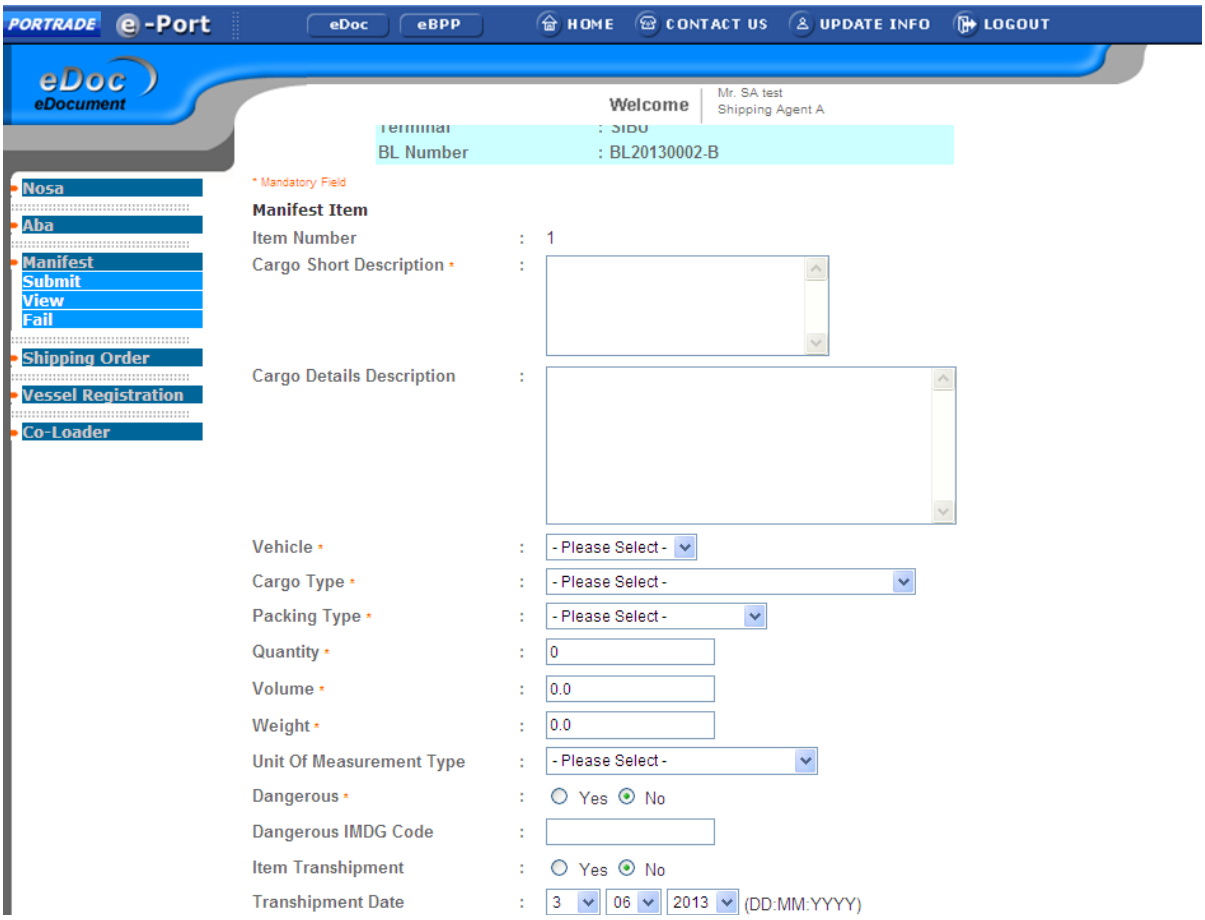


Figure 1.1.3.1.1_8

1. Online Form for adding item to BL.
2. Click on Back to go back to BL Item list.
3. Click on Add Item to add the item into the BL.
4. On the screen displayed the following fields:
    - **Item Number** – system generated Number
    - **Cargo Short Description** – the Cargo description of the item
    - **Cargo Details Description** – the details cargo description
    - **Vehicle –** Vehicle flag
    - **Cargo Type** – Spcify the cargo type
    - **Package Type** – the package type of the item
    - **Quantity** – quantity of the cargo
    - **Volume** – volume of the cargo
    - **Weight** – weight of the cargo
    - **Unit of Measurement**– the unit of measurement of the cargo
    - **Dangerous Flag** – specify whether this cargo is dangerous

- **Dangerous IMDG Code –** specify the imdg code of the dangerous cargo
- **Item Transhipment** – Specify whether the item is a transhipment cargo
- **Transhipment Date** – Specify the date of transhipment
- **Land Transhipment** – Specify whether the item is a land transhipment cargo
- **Inland Destination** – Specify the inland destination

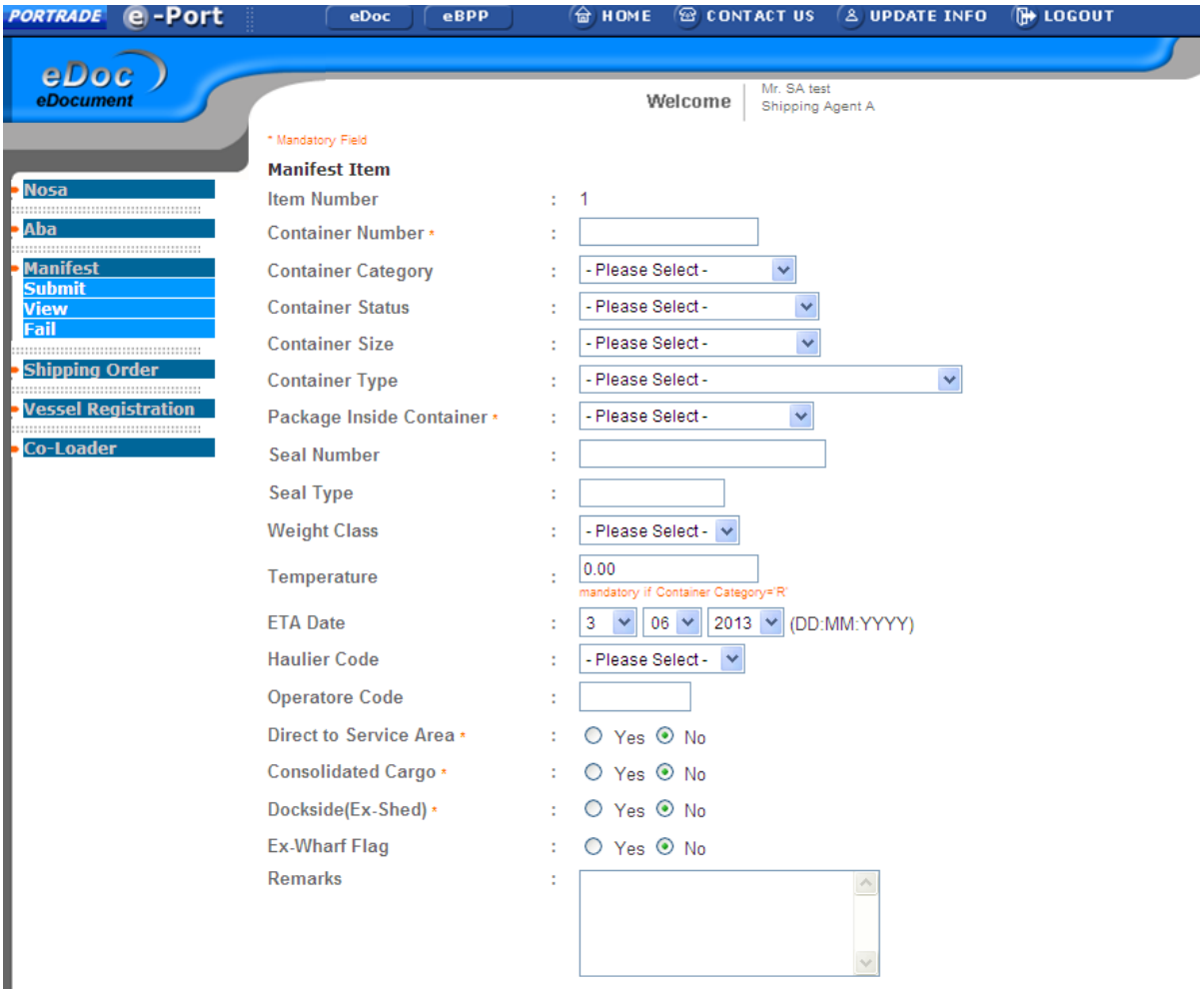


Figure 1.1.3.1.1_9

1. Online Form for adding item's Container Details. This form only will shown when the cargo classification selected for Item is CONTAINER.
2. Click on Back to go back to Add Item Form.
3. Click on Add Item to add the item's Container Details into the BL.
4. On the screen displayed the following fields:
   - **Item Number** – system generated Number

- **Container Number** – the Container Number of the item
- **Container Category** – the Container Category of the item
- **Container Status** – the Container Status of the item
- **Container Size** – the Container Size of the item
- **Container Type** – the Container Type of the item
- **Package Inside Container** – the package of the cargo inside the container
- **Seal Number –** the seal number of the container
- **Seal Type** – seal type of the container
- **Weight Class** – the weight class of the container
- **Temperature –** the temperature for loading / unloading the container (can be in Celsius or Fahrenheit)
- **ETA / ETD Date** – the Estimated Time of Arrival / Estimated Time of Departure of the Vessel
- **Haulier Code –** the haulier code
- **Operator Code –** the operator code
- **Direct to Service Area** – direct to service area flag
- **Consolidated Cargo** – the Consolidated Cargo Flag of the cargo
- **Dockside(Ex-Shed)** – dockside flag
- **Ex-Wharf Flag –** ex-wharf flag
- **Remarks** - remarks

Figure 1.1.3.1.1_10

1. After add the item, new item will be appended in the list shown in this page.
2. Click on ✖ at 'Delete' column to delete the item.
3. Can continue the process with add item to the current BL or add BL to the current Manifest.
4. After added all necessary BL and item, click on [Confirm Submit] to submit the Manifest Document.

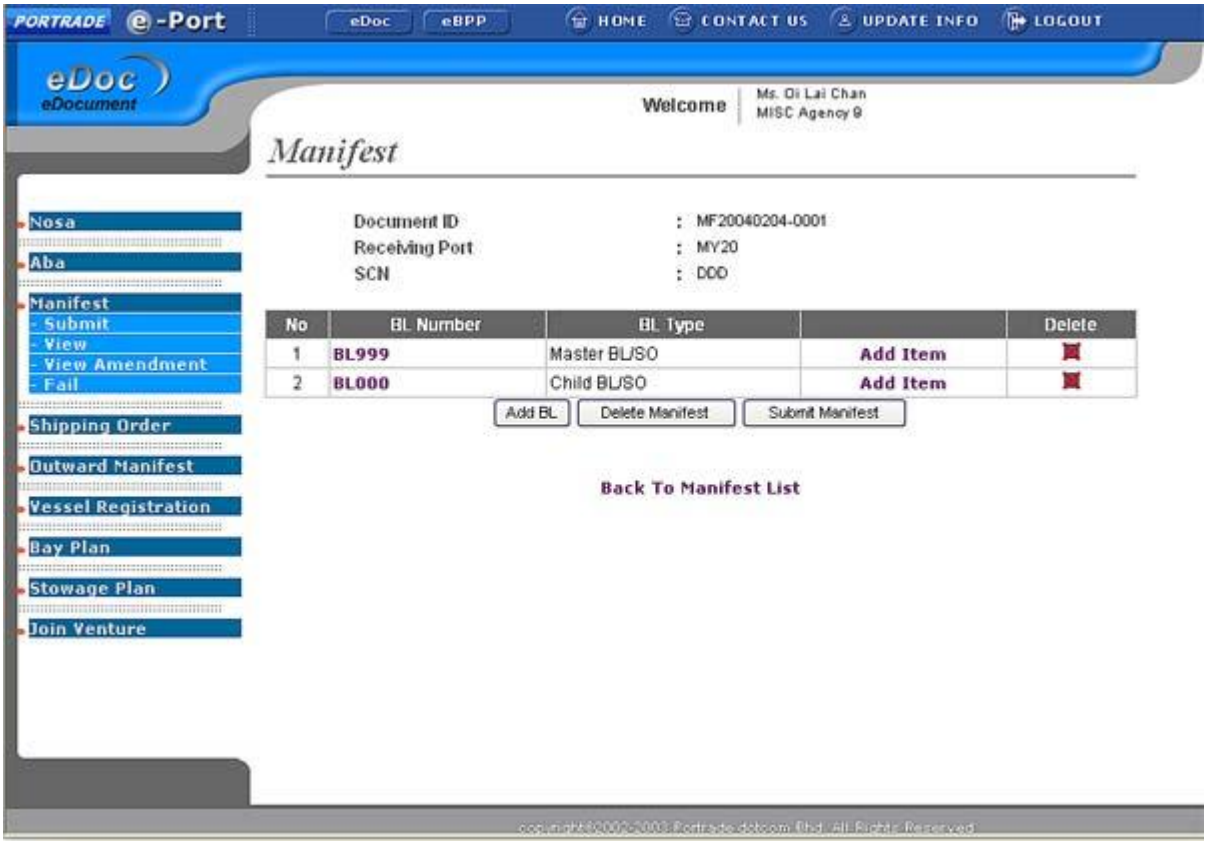


Figure 1.1.3.1.1_11

1. BL List page for a Manifest Document. This page displays all BLs that attach to the Manifest Document.
2. Click on the BL Number will launch the BL Details page (referred to Figure 1.1.3.1.1_4)
3. Click on the Add Item link will launch the add Item form for the BL. (referred to Figure 1.1.3.1.1_8)
4. Click on the to delete the BL.
5. Click on the to delete the Manifest Document
6. Click on the to submit the Manifest Document.
7. On the screen displayed the following fields:
   - **No** – Counter to BL
   - **BL Number** – the BL Number
   - **BL Type** – the BL Type
   - **Add Item column**
   - **Delete –** link for delete function.

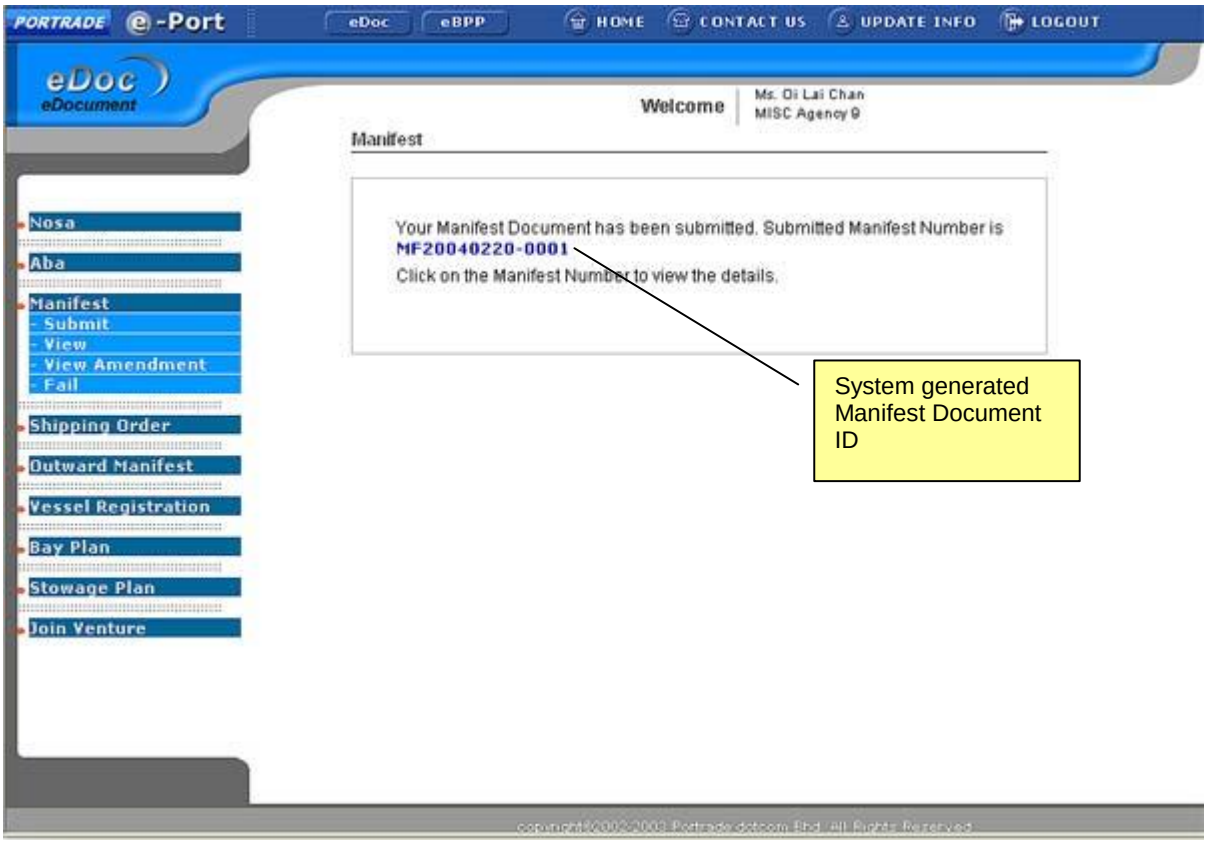


Figure 1.1.3.1.1_12

1. After submitted the Manifest Document, a result page as shown above will be displayed.

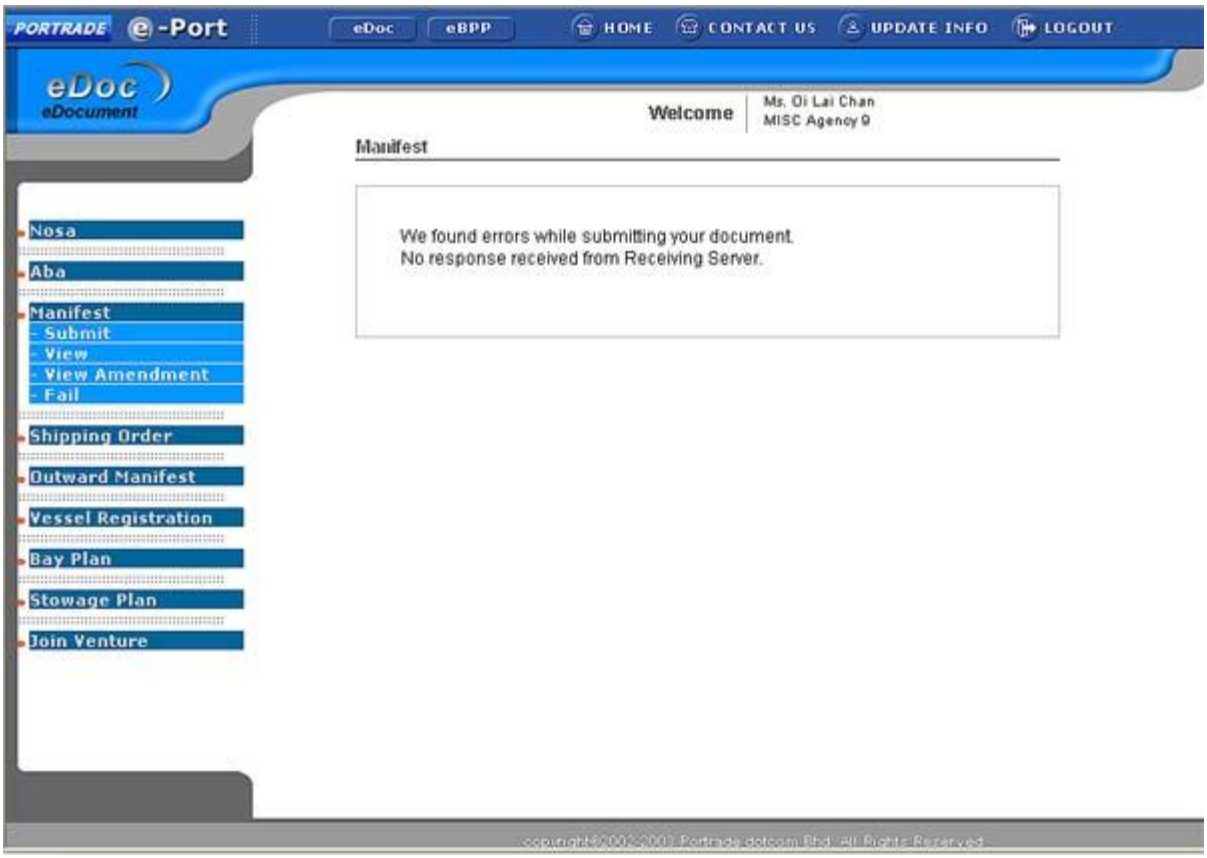


Figure 1.1.3.1.1_13

1. After submitted the Manifest Document, if there's error during submission, an error page as shown above will be displayed. The error message displayed will be based on the error found during submission process.

1.1.3.1.2 Submit via upload file

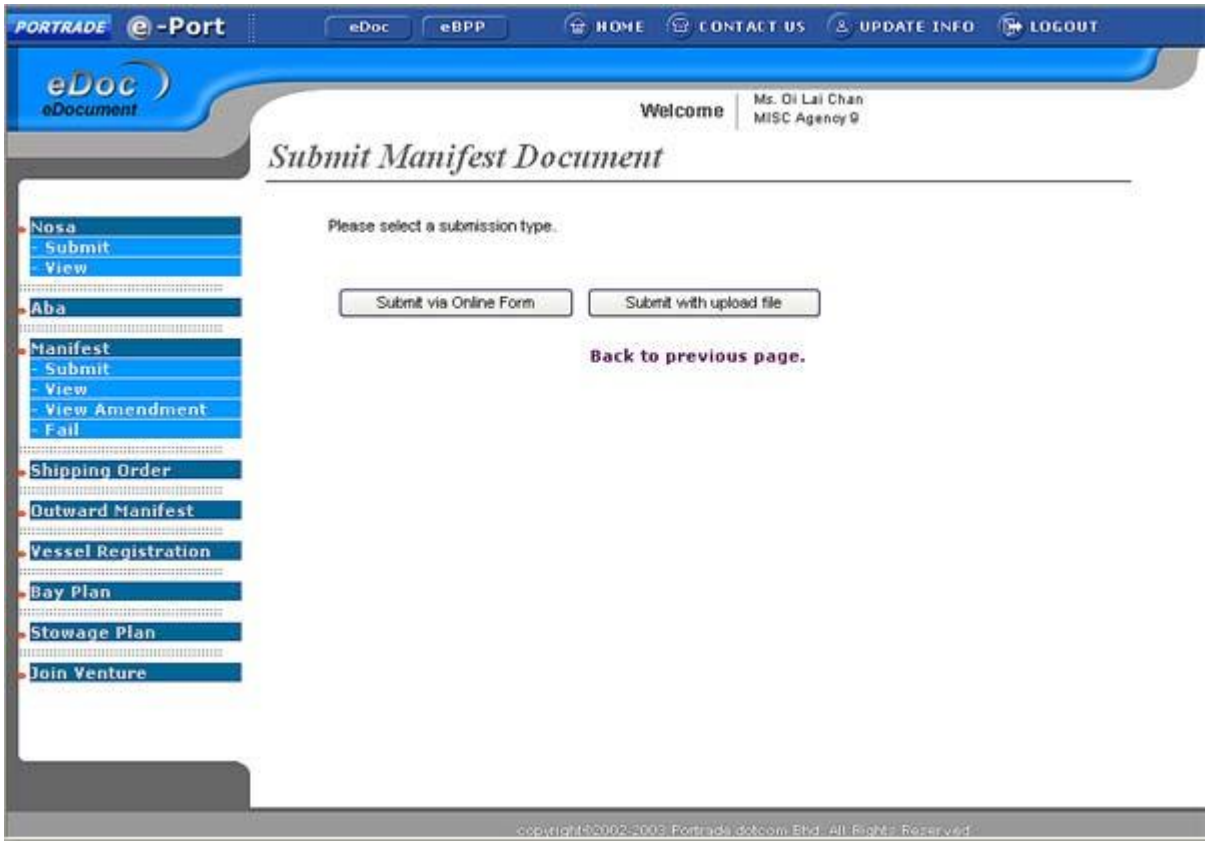


Figure 1.1.3.1.2_1

1. In order to submit a Manifest via Upload File Method, after click on Submit at left hand side menu, click on the button of

.

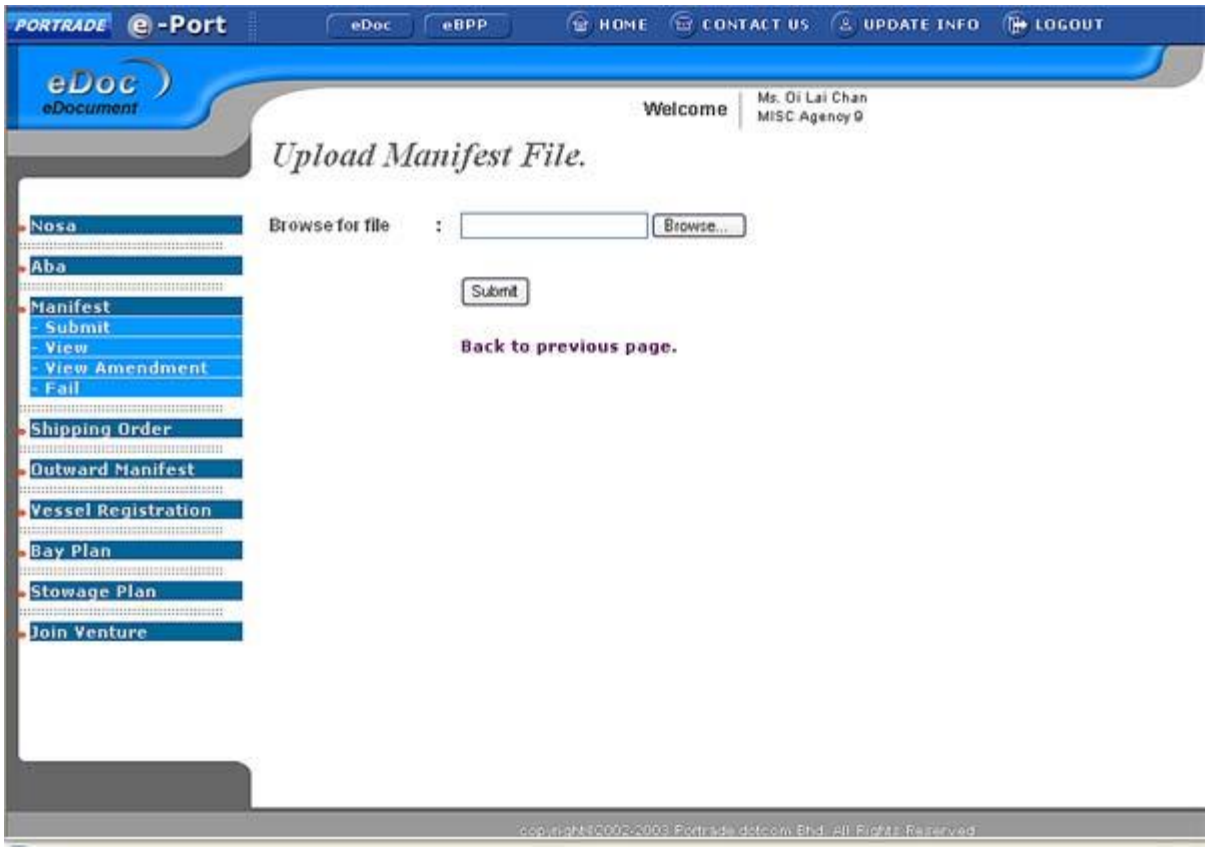


Figure 1.1.3.1.2_2

1. Click on Browse... for browsing the file that needed to be uploaded.
2. After selected the file, click on Submit to submit the manifest document.

Figure 1.1.3.1.2_3

1. After signed, a Manifest Upload Reference ID will be displayed. Sending the document will be done in backend process.

1.1.3.2 Manifest List

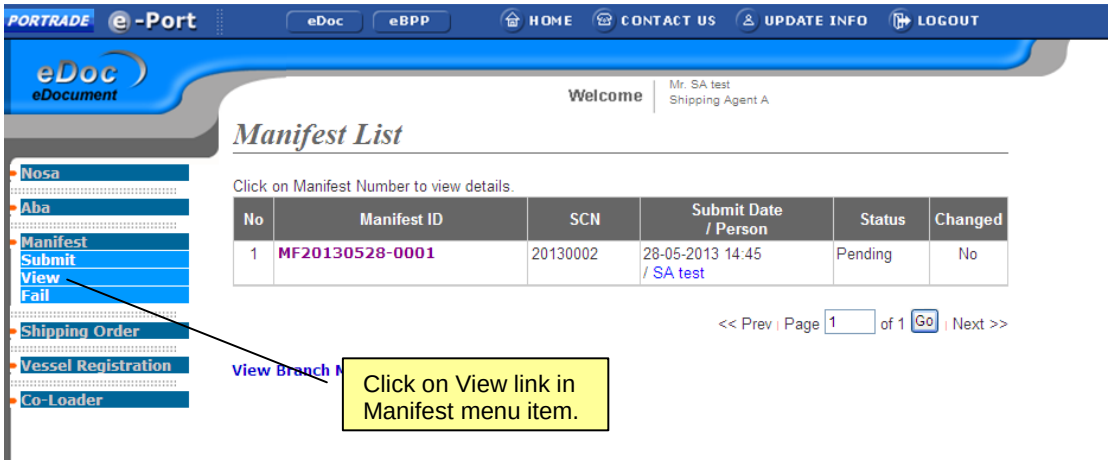


Figure 1.1.3.2_1

1. After click on the ***View*** menu item at left hand side of the screen under Manifest main menu, a screen displayed all the list of submitted Manifest will be shown.
2. Click on the Manifest ID will go to the BL list page that display all BLs attached to the selected Manifest Document.

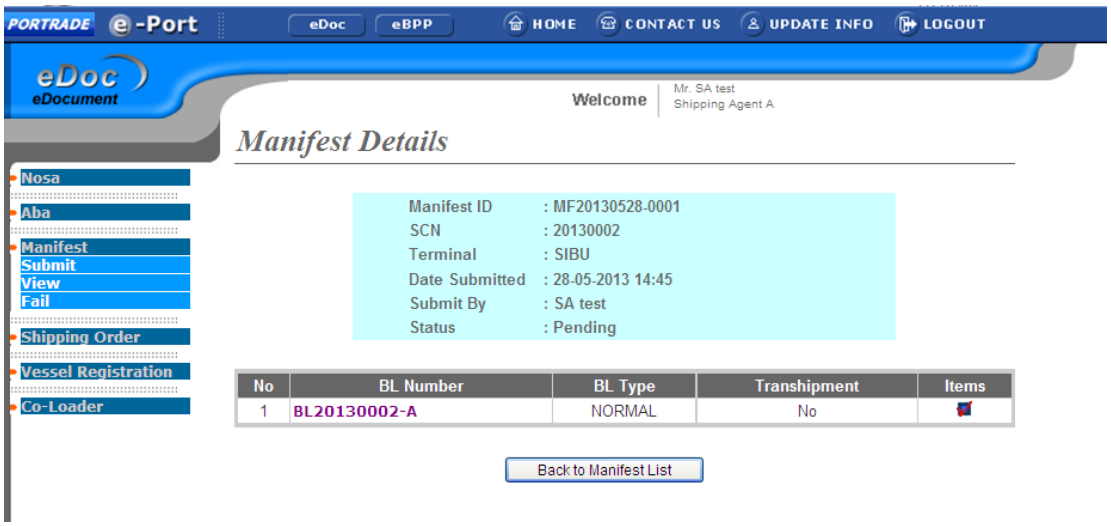


Figure 1.1.3.2_2

1. This page displayed all BLs in the Manifest.
2. Under the Item Column, there's a link for view the Item list for the BL. Click on the to view Item list.
3. Click on if want to go back to the Manifest List Page.

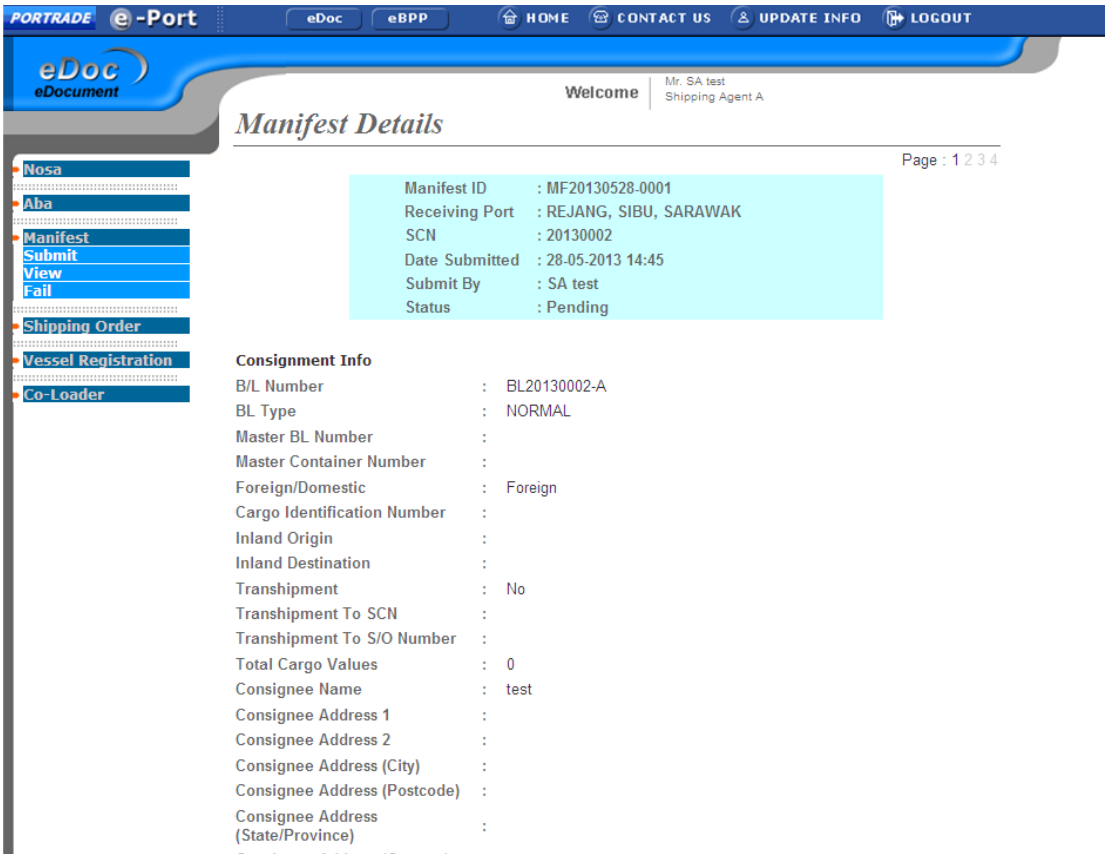


Figure 1.1.3.2_3

1. After click on the *BL Number Link* at the Manifest BL List page, the details of the Manifest BL will be shown in 4 pages. The above is the first page of the Manifest Details.

Figure 1.1.3.2_4

1. Details page 2 of Manifest Document.

Figure 1.1.3.2_5

1. Details page 3 of Manifest Document.

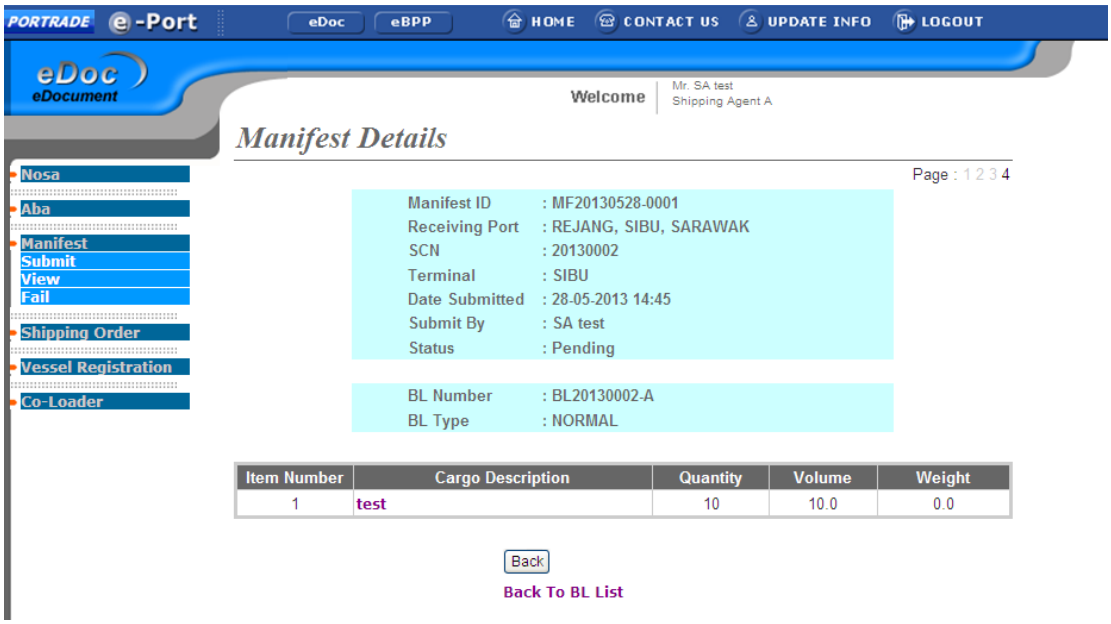


Figure 1.1.3.2_6

1. Details page 4 which listed all the items that attached to the Manifest.
2. Click on the Manifest Item's cargo description will lead to a page which displays the item details.
3. Click on to go back to the previous page.

1.1.3.3 Manifest Failed Document

Manifest Failed Document is a special function for user to track on the fail submission of Manifest Document based on upload features. All Manifest Document uploaded by user using predefined upload file format will be validate by backend process and for those with errors will be stored in the Manifest Failed Document. Resubmit of the document can be done online.

When click on the Fail link on the Manifest menu item, a page to display all Failed Manifest List will be shown.

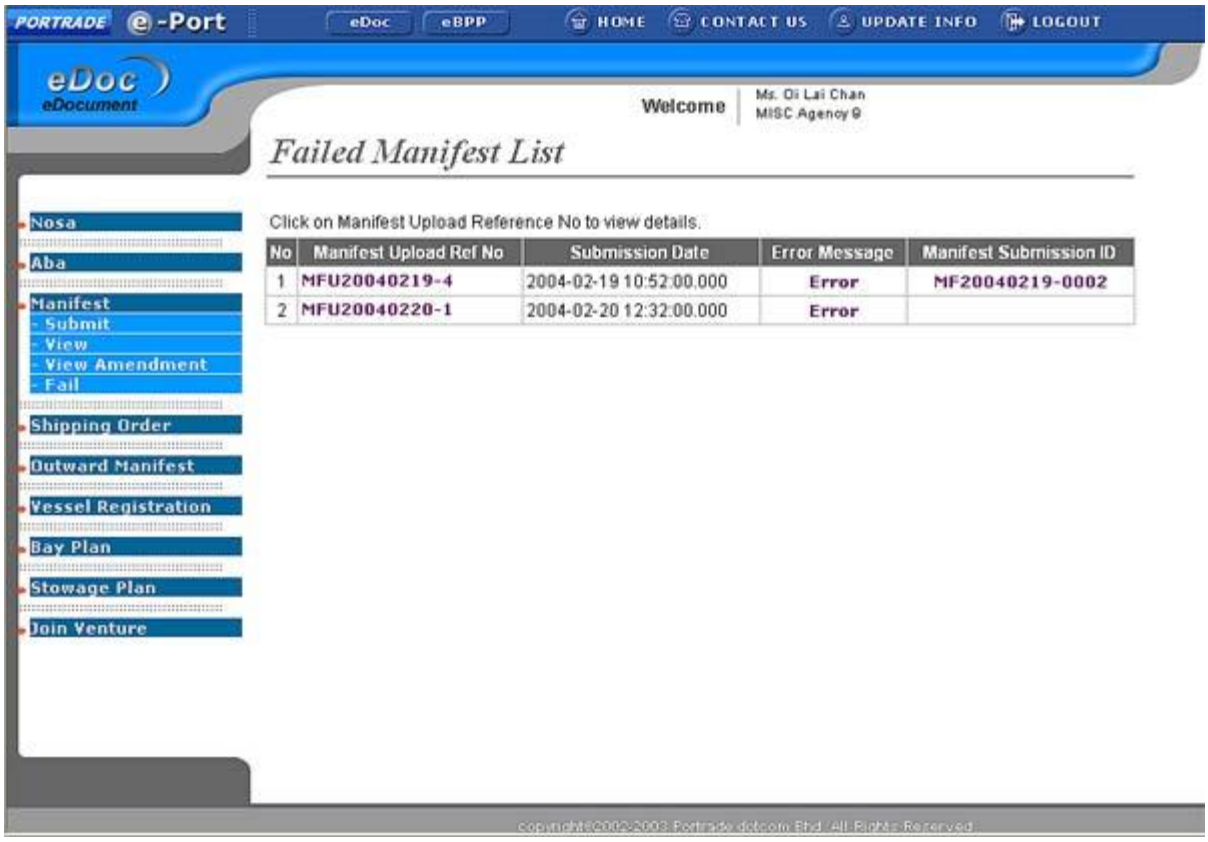


Figure 1.1.3.3_1

1. Failed Manifest List Screen. On the screen displayed the following fields
   - **No** – Counter to Manifest List
   - **Manifest Upload Ref No** – Manifest Upload Reference Number. Click on this link will display the details of the Failed Manifest for amendment and resubmit again.
   - **Submission Date** – Submission date / file upload date of Manifest Document
   - **Error Message** – Error message link to display errors found while submitting the Manifest Document in a new pop up window.
   - **Manifest Submission ID** – Manifest Submission ID for those Manifest details which successfully submitted to MPS System. Click on this will link to the Manifest Details Page.

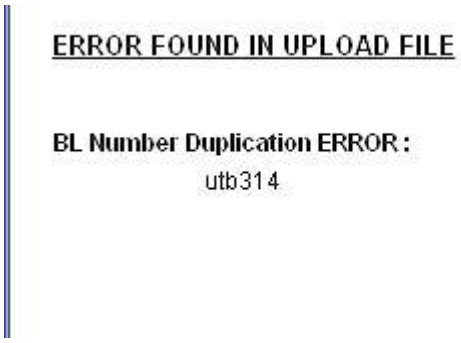


Figure 1.1.3.3_2

1. Error message page while user click on the Error link on Failed Manifest Link page.

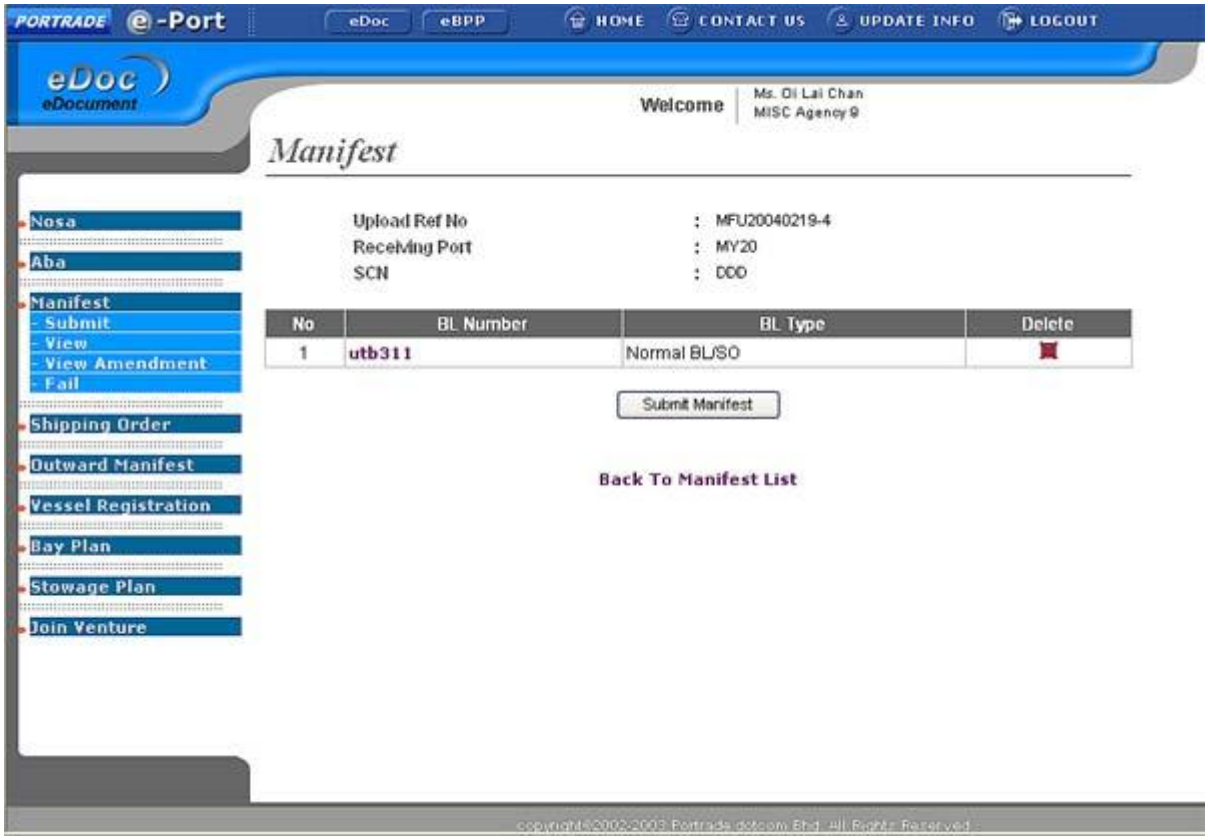


Figure 1.1.3.3_3

1. Failed Manifest Details page 1 Screen. On the screen displayed the following fields
   - **No** – Counter to Manifest List
   - **BL Number** – BLs that attached to this Manifest
   - **BL Type** – Type of BL attached.
   - **Delete** – Click on this ✖ will delete off the related BL.
   - **Upload Ref No** – Manifest Upload Reference Number.
   - **Receiving Port** – Receiving Port for this Manifest Document
   - **SCN** – SCN that attached to this Manifest Document.
2. Click on the Submit Manifest button to submit the Manifest Document.

1.1.4 Shipping Order Document

There are 2 main modules for Export Declaration – submission and tracking. Upon tracking process, there is added feature for resubmit the Shipping Order Document if the document is not sent to MPS system yet. Amendment process only available for those document already sent to MPS system.

1.1.4.1 Submission of Shipping Order Document

There are 2 types of submission, either by filling the online form or by upload a defined text file.

1.1.4.1.1 Submit via Online Form

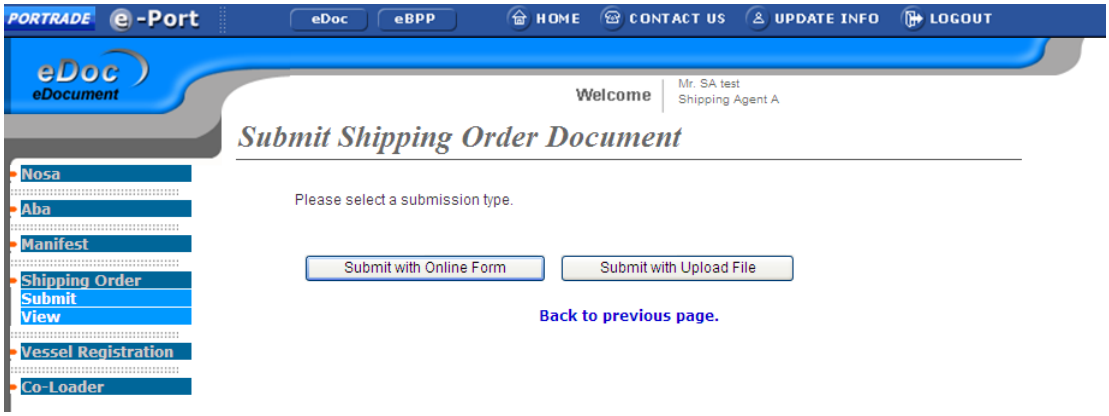
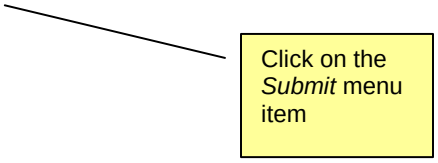


Figure 1.1.4.1.1_1

1. When click on the

menu item under ED / BL, a page of choosing the submission type will be displayed.
2. The submission type will be ‘

or ‘



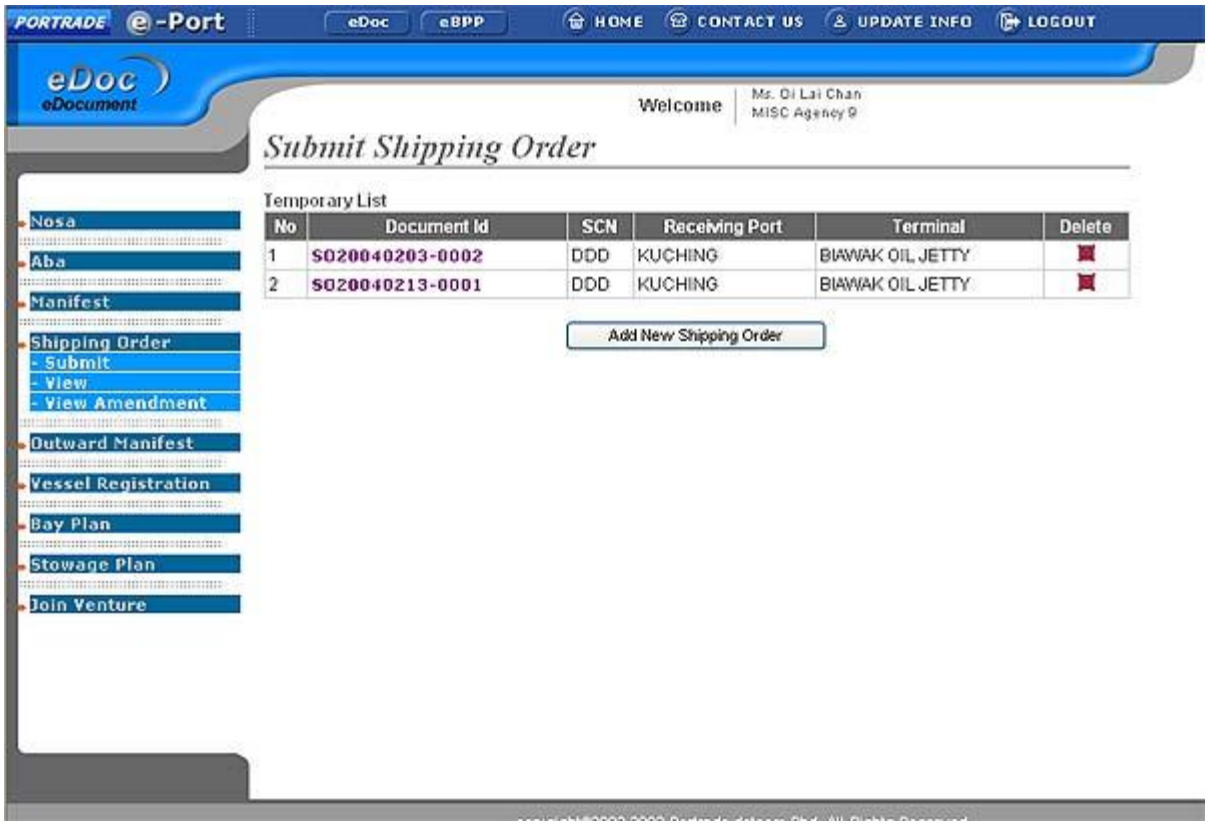
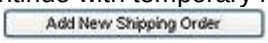


Figure 1.1.4.1.1_2

1. If click on

in the Submission type Screen, if there's temporary records in the db, then this page will be displayed with the current record in temporary table. If want to continue with temporary record, can click on the document id to continue. If not, can click on 

to add new Shipping Order Document.
2. To delete temporary Shipping Order record, click on .

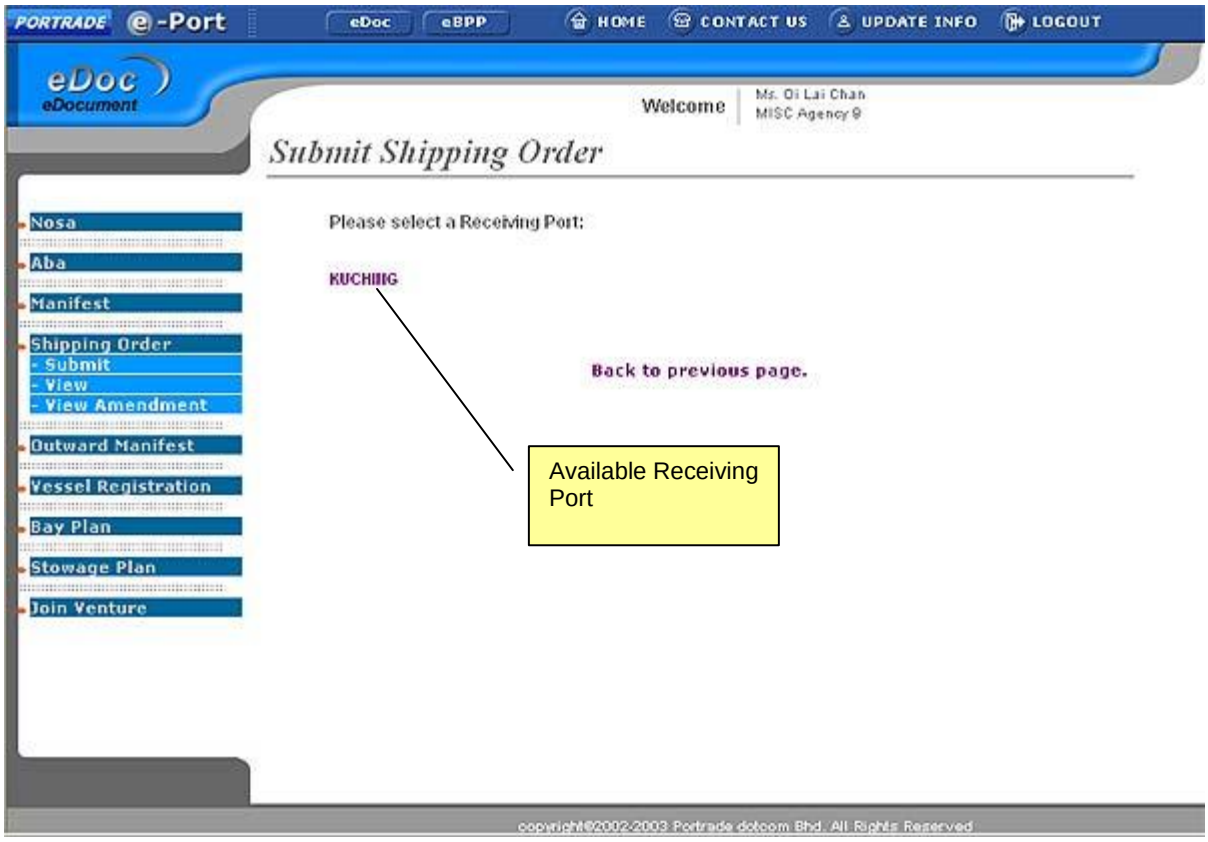


Figure 1.1.4.1.1_3

1. If choose submit new Document, a page for choosing receiving port will be shown.
2. List of available receiving port will be shown in the page. Choose one of the port by clicking on the link.

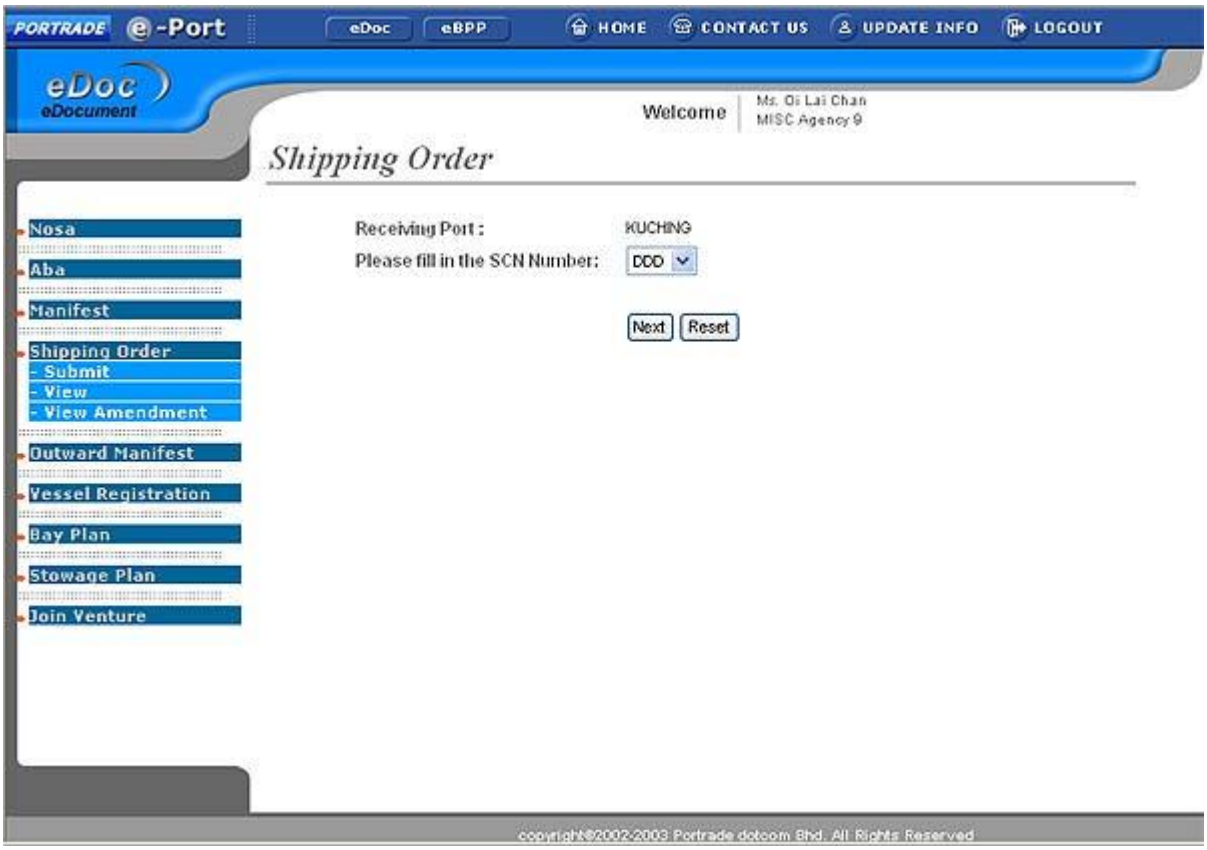


Figure 1.1.4.1.1_4

1. After select the receiving port, this page will be shown
2. Select the related SCN from the dropdown list. If there's no SCN available, an error message will be displayed.
3. Click on Next to proceed with submission process.
4. On the screen displayed the following field:
    - **SCN Number** – SCN Number that link with NOSA Document and also match with the receiving port selected in the previous page.
    - **Receiving Port** – the receiving port which will receive the SO document.

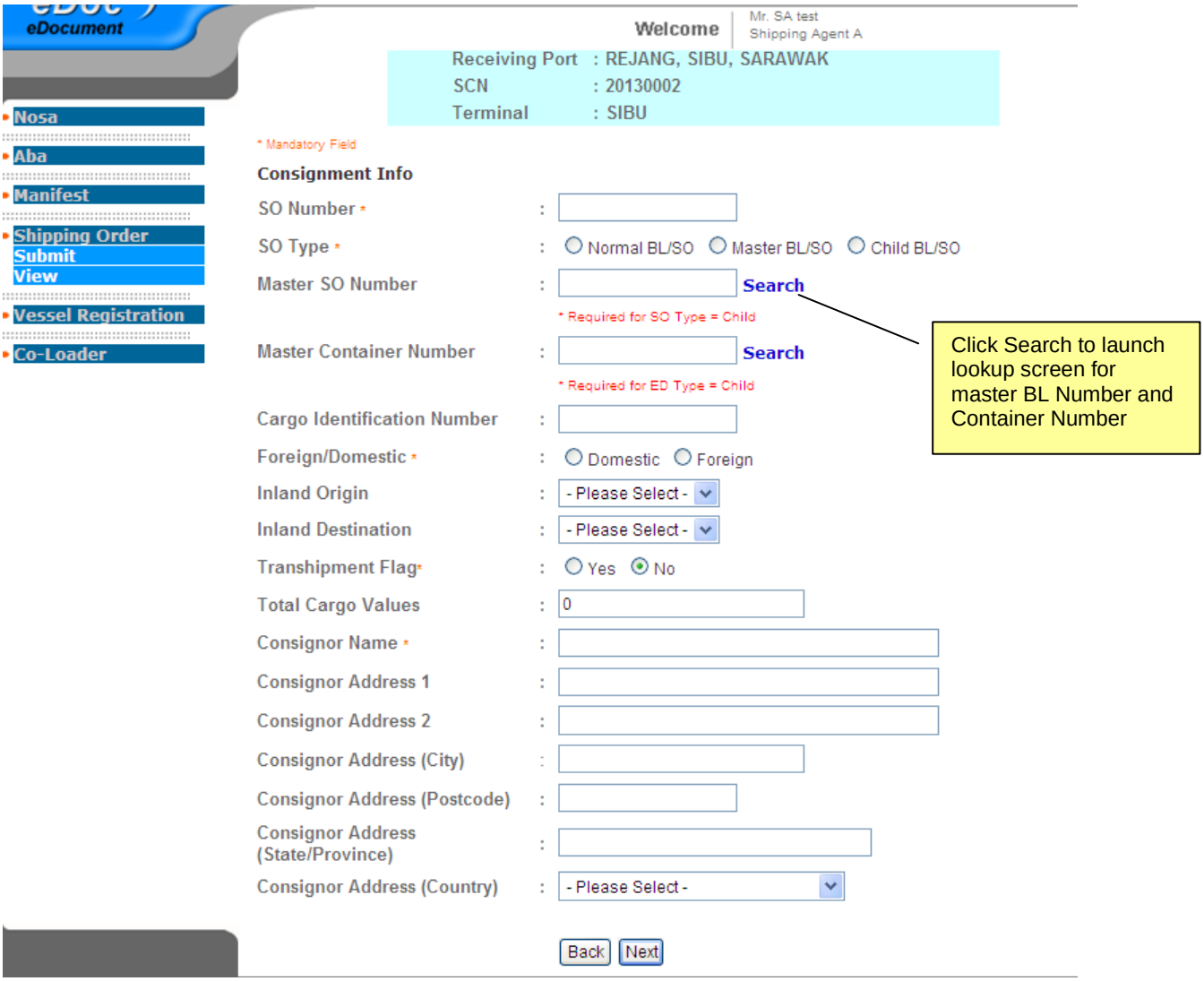


Figure 1.1.4.1.1_5

1. After select the SCN Number, Shipping Order Document online form page 1 will be shown.
2. Click on Next to proceed after fill in the necessary fields.
3. Click on Back to go back to previous page.
4. On the screen displayed the following fields:
   - **SO Number** – the Shipping Order Number
   - **SO Type** – the Shipping Order Type
   - **Master SO Number** – the Master Shipping Order Number, fill only when Shipping Order Type is 'Child'
   - **Master Container Number** – the Master Container Number, fill only when Shipping Order Type is 'Child'
   - **Cargo Identification Number** – the cargo identification number
   - **Foreign/Domestic** - Specify whether it is foreign or domestic vessel
   - **Inland Origin** – Specify the inland origin
   - **Inland Destination –** Specify the inland destination
   - **Transhipment** – Specify whether the Shipping Order is transshipment.
   - **Total Cargo Values** – Specify the total cargo values

- **Consignor Name** – the consignor name based on the Shipping Order Document
- **Consignor Address 1** – the consignor address line 1
- **Consignor Address 2** – the consignor address line 2
- **Consignor Address (City)** – the consignor address City
- **Consignor Address (Postcode)** – the consignor address Postcode
- **Consignor Address (State)** – the consignor address State
- **Consignor Address (Country)** – the consignor address Country

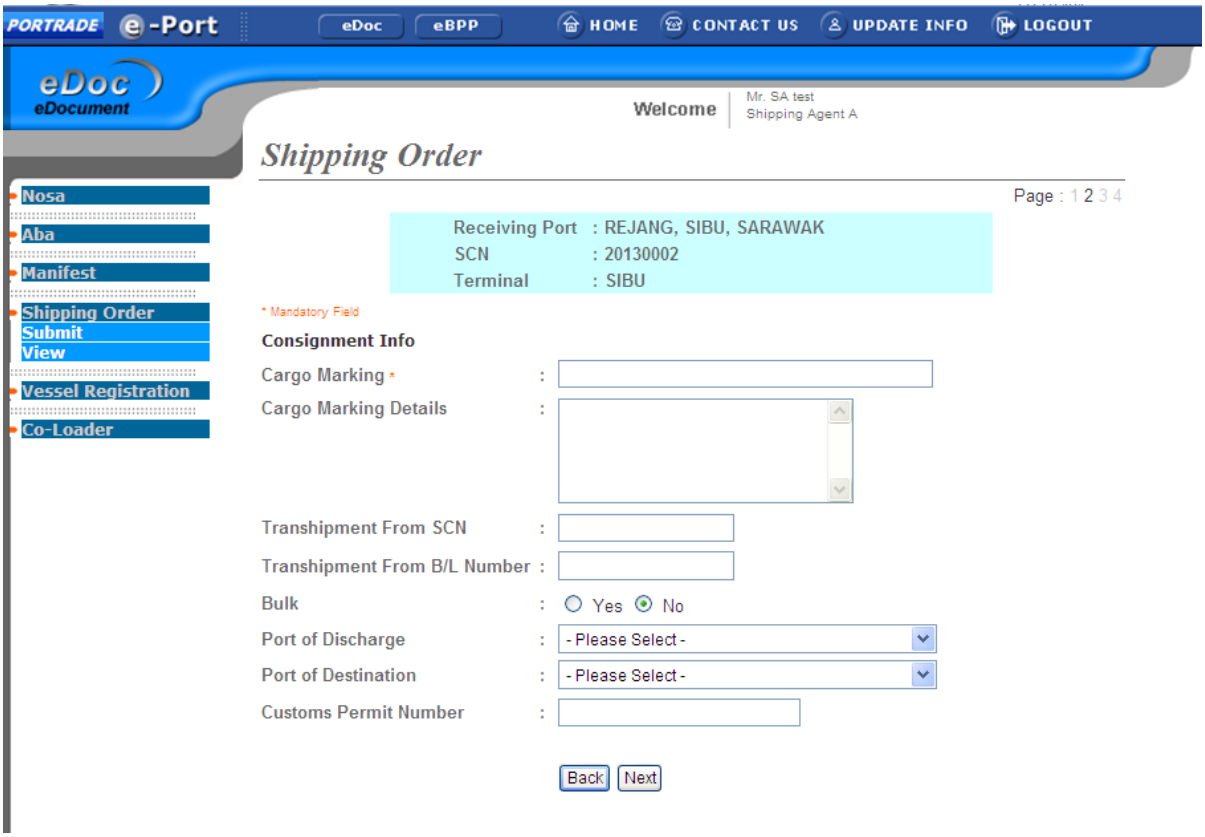


Figure 1.1.4.1.1_6

1. After proceeded with Shipping Order Online Form page 1, Shipping Order Online Form page 2 will be shown.
2. This page consists of the consignment information for the Shipping Order.
3. On the screen displayed the following fields:
   - **Cargo Marking** – the general cargo marking
   - **Cargo Marking Details** – the general cargo details marking
   - **Transhipment From SCN –** Specify the scn of the transhipment
   - **Transhipment From B/L Number** – Specify the BL number of the transhipment
   - **Bulk** – specify whether the cargo is in Bulk
   - **Port of Discharge** – the port of discharge of the cargo
   - **Port of Destination** – the port of destination of the cargo
   - **Customs Permit Number** – the customs permit number

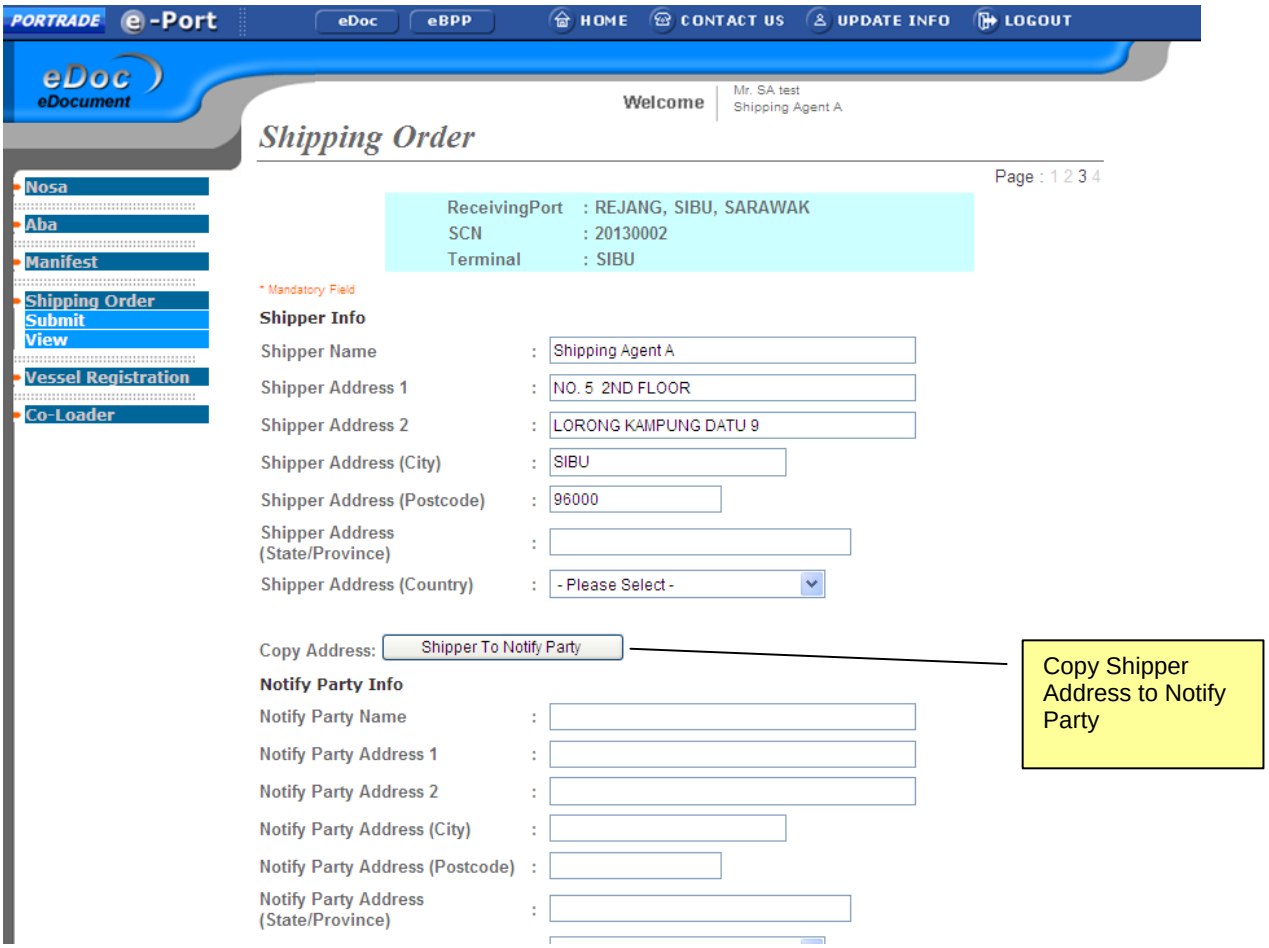


Figure 1.1.4.1.1_7

1. Shipping Order Document online form page 3 will be shown when Next button been clicked on page 2.
2. This page consists of Shipper Information and Notify Party Information.
3. Shipper Information will be defaulted to the login user's details.
4. Click on the Shipper To Notify Party button will copy the shipper address to Notify Party
5. On the screen displayed the following information:
   - **Shipper Name** – the Shipper Name
   - **Shipper Address 1** – the Shipper Address line 1
   - **Shipper Address 2** – the Shipper Address line 2
   - **Shipper Address (City)** – the city of the shipper
   - **Shipper Address (Postcode)** – the postcode of the shipper
   - **Shipper Address (State)** – the state of the Shipper
   - **Shipper Address (Country)** – the country of the Shipper
   - **Notify Party Name** – the Notify Party name
   - **Notify Party Address 1** – the address line 1 of Notify Party
   - **Notify Party Address 2** – the address line 2 of Notify Party
   - **Notify Party Address (City)** – the city of Notify Party
   - **Notify Party Address (Postcode)** – the postcode of Notify Party
   - **Notify Party Address (State)** – the state of Notify Party
   - **Notify Party Address (Country)** – the country of Notify Party

Figure 1.1.4.1.1_8

1. After filling in the main information for Shipping Order Document, this page will be displayed in order for preview item list that attach to the Shipping Order Document.
2. If there's a need on modify the Shipping Order Document Details, click on Modify SO
3. To add item to the Shipping Order, click on Add Item
4. Click on Confirm to submit the Shipping Order Document.

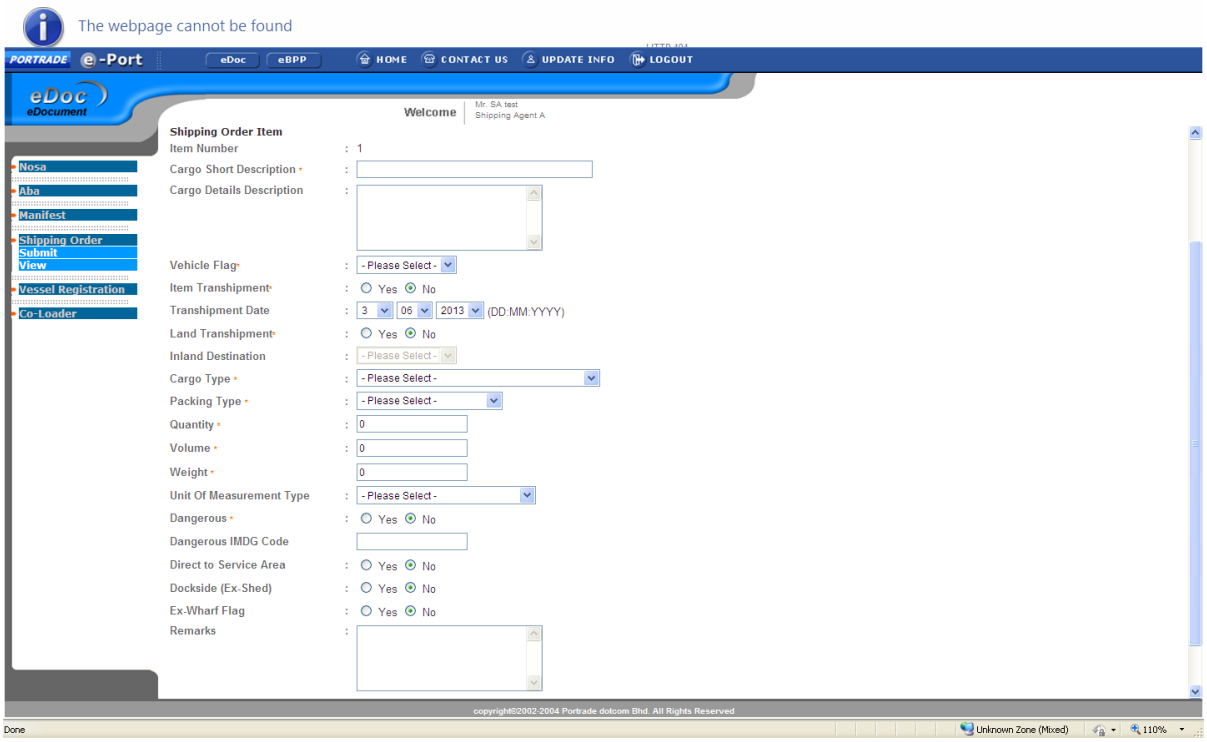


Figure 1.1.4.1.1_9

1. After click on button, the add item online form will be displayed.
2. On the screen displayed the following fields:
    - **Item Number** – system generated Number
    - **Cargo Short Description** – the Cargo description of the item
    - **Cargo Details Description** – the details cargo description
    - **Vehicle Flag –** Vehicle flag
    - **Item Transhipment** – Specify whether the item is a transhipment cargo
    - **Transhipment Date** – Specify the date of transhipment
    - **Land Transhipment** – Specify whether the item is a land transhipment cargo
    - **Inland Destination** – Specify the inland destination
    - **Cargo Type** – Spcify the cargo type
    - **Package Type** – the package type of the item
    - **Quantity** – quantity of the cargo
    - **Volume** – volume of the cargo
    - **Weight** – weight of the cargo
    - **Unit of Measurement**– the unit of measurement of the cargo
    - **Dangerous Flag** – specify whether this cargo is dangerous
    - **Dangerous IMDG Code –** specify the imdg code of the dangerous cargo
    - **Direct to Service Area** – direct to service area flag
    - **Dockside(Ex-Shed)** – dockside flag

- **Ex-Wharf Flag –** ex-wharf flag
- **Remarks** - remarks

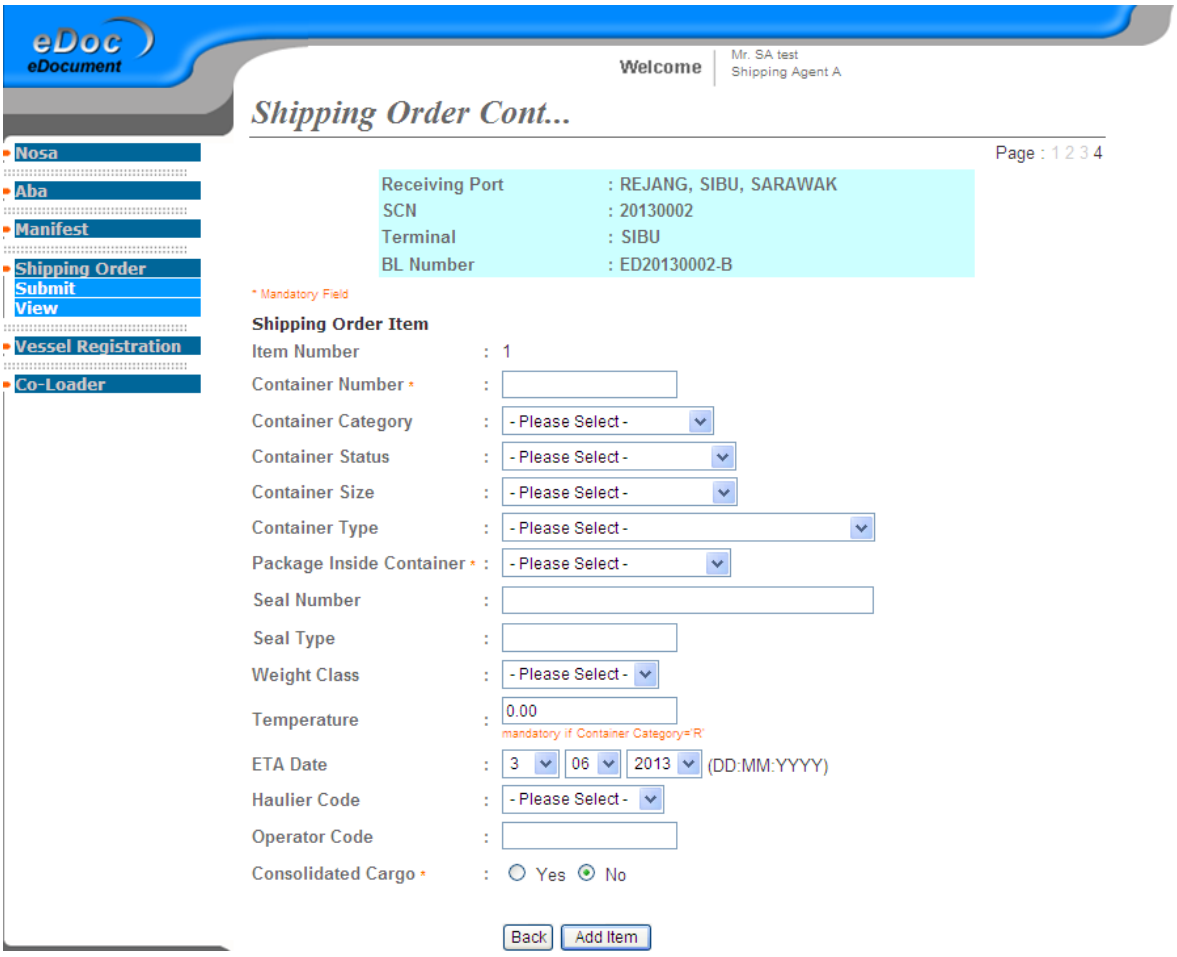


Figure 1.1.4.1.1_10

1. After click on button in the item form, if selected Cargo Classification Type is 'CONTAINER' then the add Container Information page for item will be displayed.
2. On the screen displayed the following fields:
   - **Item Number** – item number get from previous page
   - **Container Number** – the Container Number of the item
   - **Container Category** – the Container Category of the item
   - **Container Status** – the Container Status of the item
   - **Container Size** – the Container Size of the item
   - **Container Type** – the Container Type of the item
   - **Package Inside Container** – the package of the cargo inside the container
   - **Seal Number –** the seal number of the container
   - **Seal Type** – seal type of the container
   - **Weight Class** – the weight class of the container

- **Temperature** – specify the needed temperature for the Container
- **ETA / ETD Date** – the Estimate Time of Arrival or Estimate Time of Departure of the Container.
- **Haulier Code –** the haulier code
- **Operator Code** – the operator who in charge of the cargo
- **Consolidated Cargo** – Specify whether the container is consolidated cargo

Figure 1.1.4.1.1_12

1. After add the item, new item will be appended in the list shown in this page.
2. Continue with add more items or submit if the document is done.

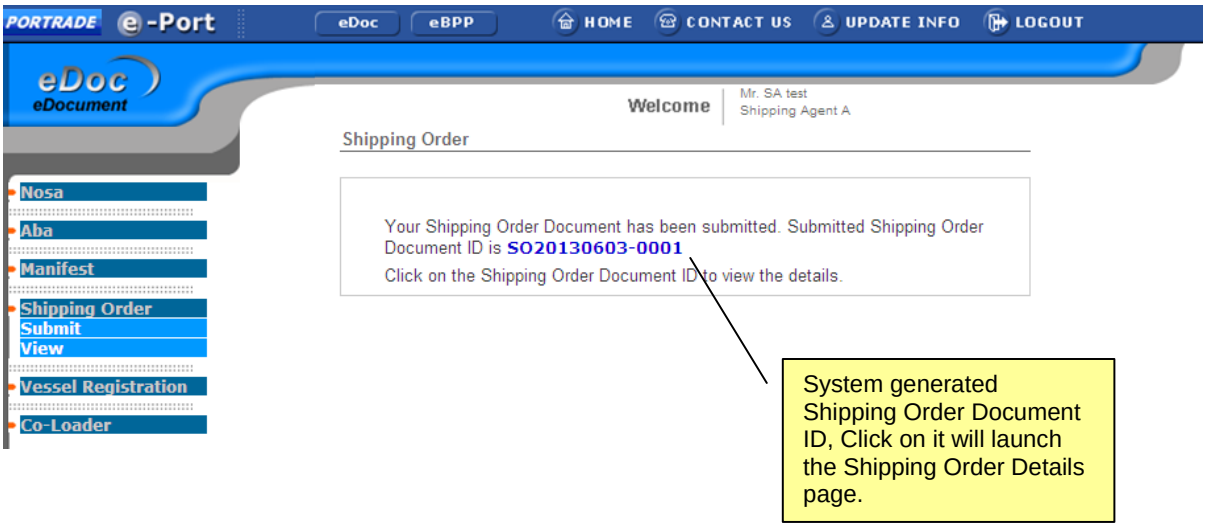


Figure 1.1.4.1.1_14

1. After submitted the Shipping Order Document, a result page as shown above will be displayed.

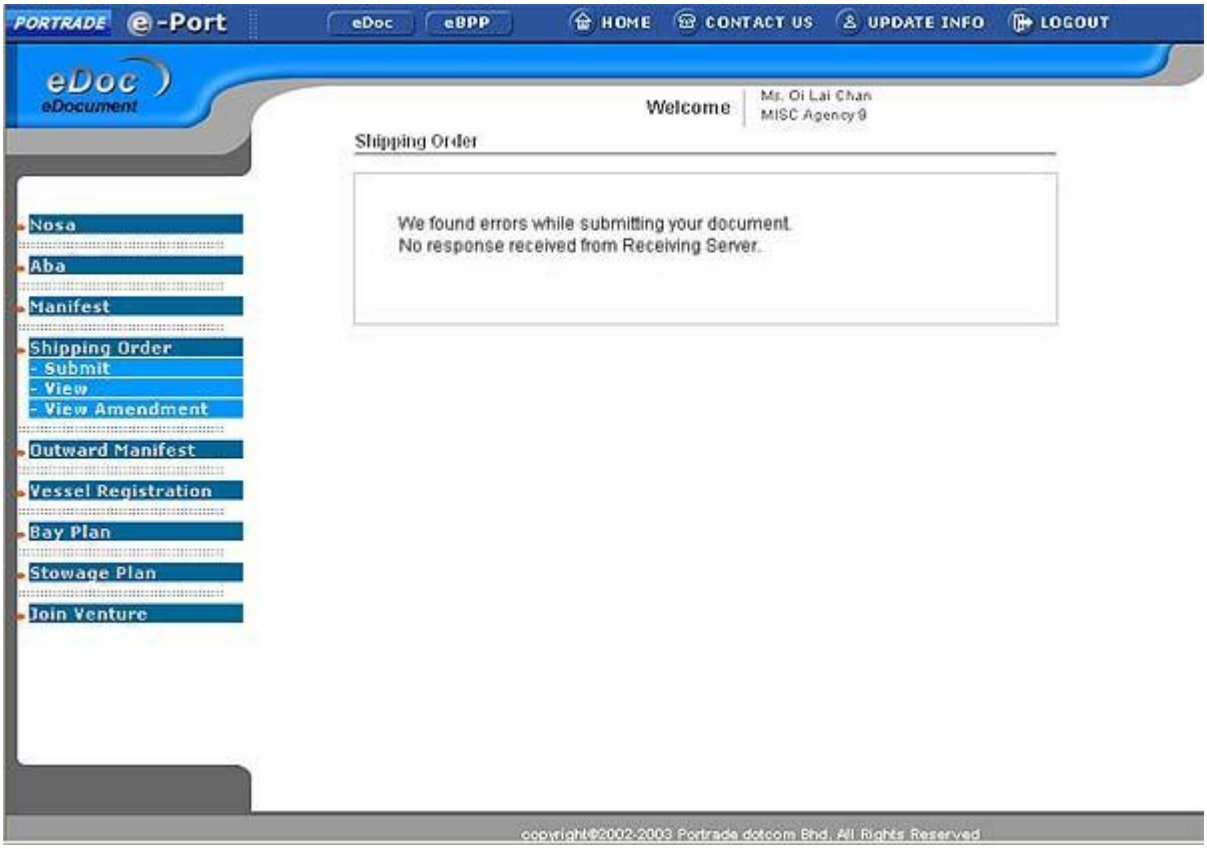


Figure 1.1.4.1.1_15

1. After submitted the Shipping Order Document, if there's error, error message page will be displayed. The error message will be based on the error found while trying to submit the document.

1.1.4.1.2 Submit via upload file

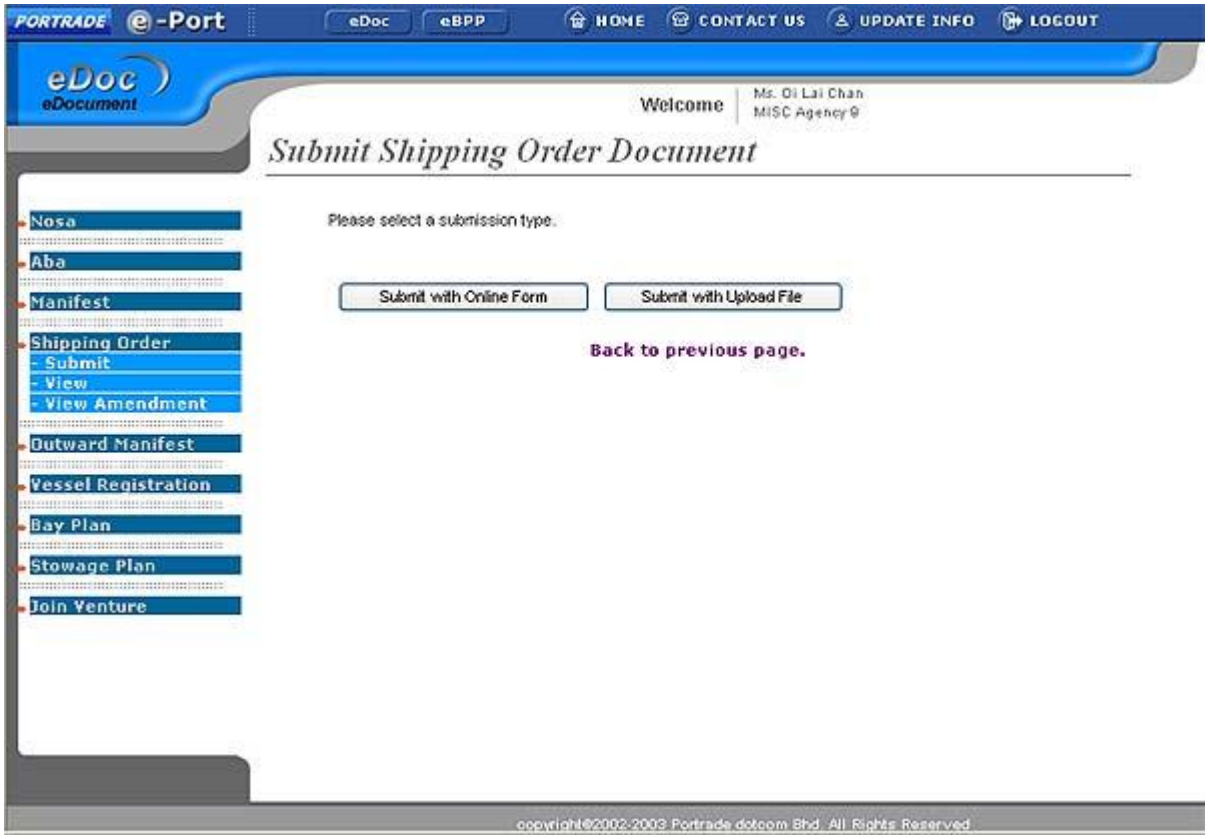


Figure 1.1.4.1.2_1

1. In order to submit a Shipping Order via Upload File Method, after click on Submit at left hand side menu, click on the button of

.

Figure 1.1.4.1.2_2

1. Click on Browse... for browsing the file that needed to be uploaded.
2. After selected the file, click on Submit to submit the Shipping Order document.

Figure 1.1.4.1.2_3

1. After sign the document, the document will be sent to MPS System. If there's no error found, this page will be displayed to indicate successful of sending the document. If there's error, a page like figure 1.1.4.1.1_15 will be displayed.

1.1.4.2 Shipping Order List

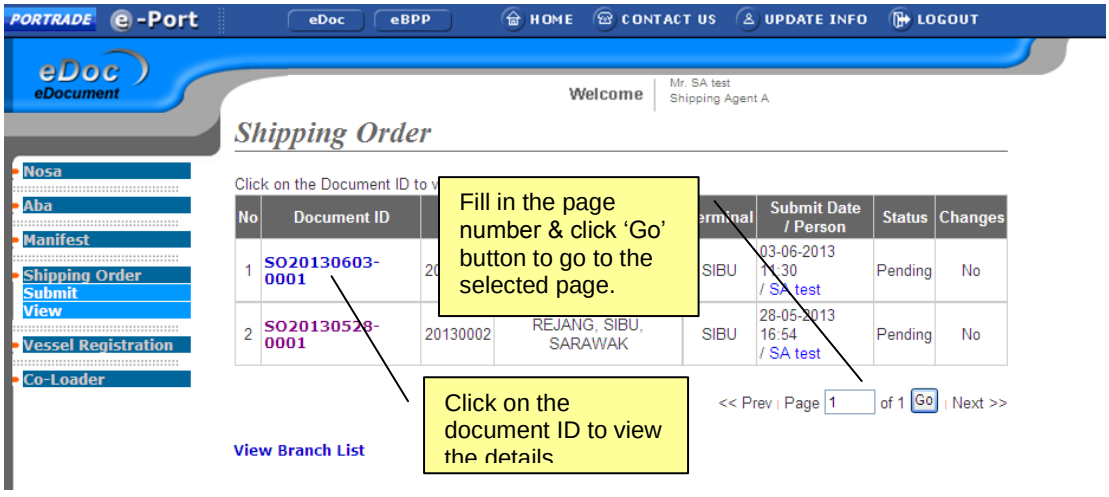


Figure 1.1.4.2_1

1. After click on the - View menu item at left hand side of the screen under Shipping Order main menu, a screen displayed all the list of submitted Shipping Order will be shown.
2. Click on the Shipping Order Document ID to view the details of the Shipping Order.

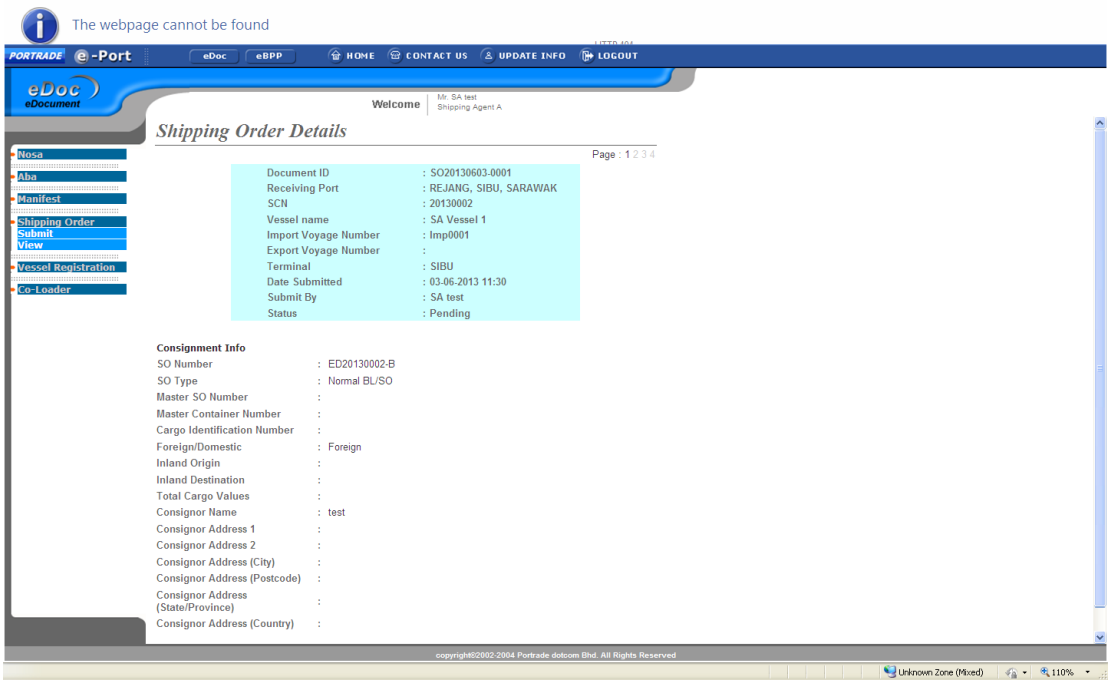


Figure 1.1.4.2_2

1. After click on the ***Document ID*** Link at the Shipping Order List page, the details of the Shipping Order will be shown in 5 pages. The above is the first page of the Shipping Order Details.
2. Click Back to go back to previous screen
3. Click Next to proceed with next page details.

Figure 1.1.4.2_3

1. Details page 2 of Shipping Order Document.
2. Click Back to go back to previous screen
3. Click Next to proceed with next page details.

Figure 1.1.4.2_4

1. Details page 3 of Shipping Order Document.
2. Click Back to go back to previous screen
3. Click Next to proceed with next page details.

Figure 1.1.4.2_5

1. Details page 4 which listed all the items that attached to the Shipping Order.
2. Click on the Shipping Order Item's cargo description will lead to a page which displays the item details.
3. Click Back to go back to previous screen

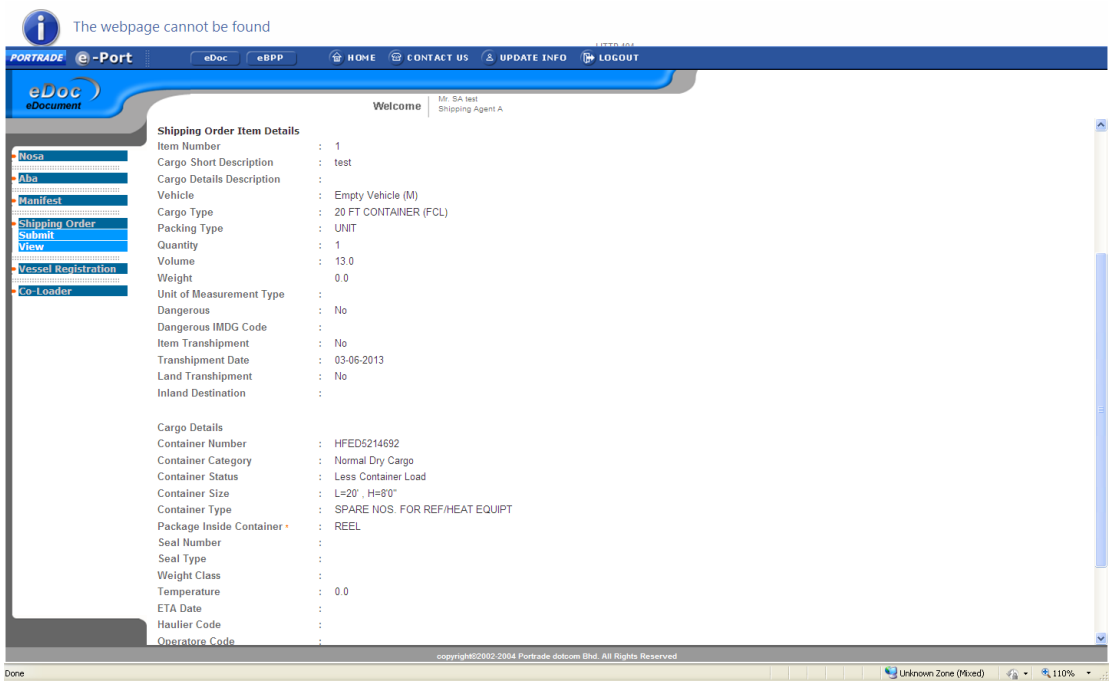


Figure 1.1.4.2_6

1. When click on the Shipping Order Item's Cargo Description link, the Shipping Order Item details page will be displayed.
2. Click Back to go back to item list page.

1.1.5 Vessel Registration

1.1.5.1 Submission of Vessel Registration

This module will submit a new Vessel Registration Document to IPMS.

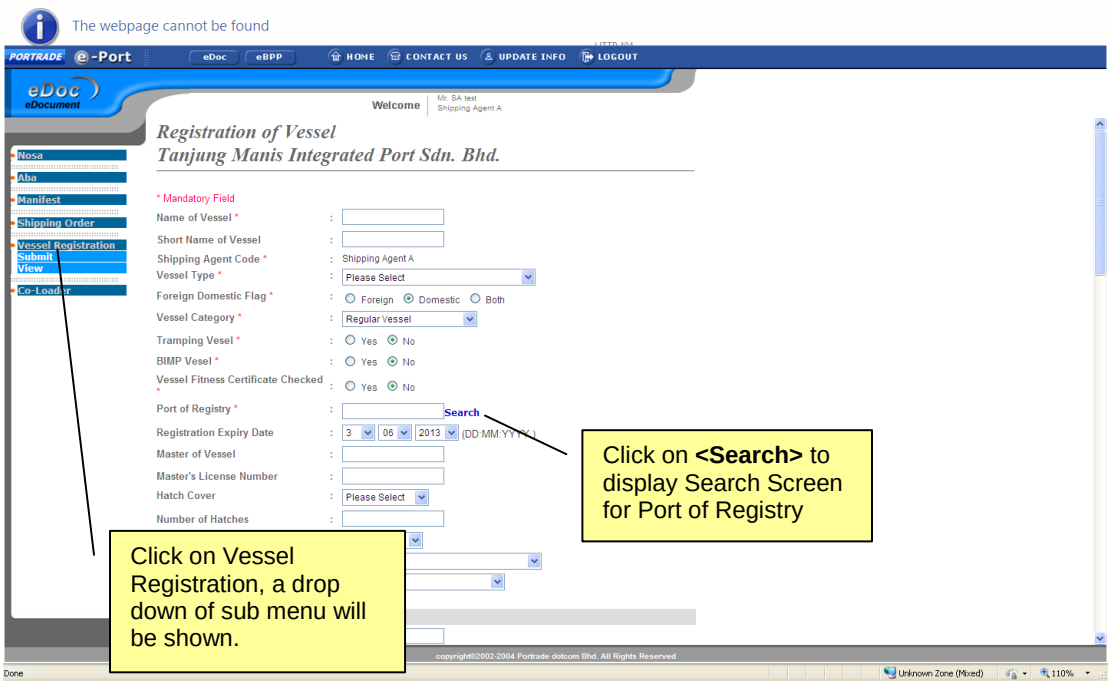


Figure 1.1.6.1_1

1. Click on the **Vessel Registration** Menu at left hand side, and then click on <**Submit>** in the drop down menu.
2. On the screen is displayed the following information :
   - **Name of Vessel –** the Vessel Name
   - **Short Name of Vessel** - short name of the vessel
   - **Shipping Agent Code** – the Shipping Agent Code of Vessel
   - **Vessel Type** – the type of Vessel type
   - **Foreign Domestic Flag** – the Foreign or Domestic of Vessel
   - **Vessel Category** – Vessel category
   - **Tramping Vessel** – Tramping vessel flag

- **BIMP Vessel** – BIMP vessel flag
- **Vessel Fitness Certificate Checked** – the Vessel Fitness Certificate Check of Vessel
- **Port of Registry** – the Vessel Registration Port
- **Registration Expiry Date –** Expiry date of the vessel registration
- **Name of Vessel** – Name of the vessel
- **Master License Number** – Master license number
- **Hatch Cover** – Hatch Cover of Vessel
- **Number of Hatches –** Number of hatches
- **Owner Code** – the Owner of Vessel
- **Conference Code** – the Conference Code of Vessel
- **Charterer Code** – the Charterer Code of Vessel

CAPACITY OF CARGO HOLD:

- **Maximum Deck Tier– the maximum hold tier that the Vessel can handle**
- **Maximum Hold Tier– the maximum hold tier that the Vessel can handle**
- **Grain Capacity** – the Grain Capacity of Vessel
- **Bales Capacity** – the Bales Capacity of Vessel
- **TEU Capacity** – the TEU Capacity of Vessel
- **Unit Capacity** – the Unit Capacity of Vessel
- **Passengers Capacity** – the Passengers Capacity of Vessel
- **RORO Capacity** – the RORO capacity of Vessel
- **Year Built** – the year of the vessel built
- **Call Sign** – the Call Sign of vessel
- **Alongside Flag** – the alongside flag

BRIDGE:

- **Bridge Location** – the Bridge Location type of Vessel
- **Bridge Distance from Stern** – the Bridge Distance from Stern of Vessel
- **Bridge Distance from Bow** – the Bridge Distance from Bow of Vessel

GANGWAY:

- **Gangway Location** – the Gangway Location type of Vessel
- **Gangway Distance from Stern/Bow** – Gangway Distance from Stern/Bow of Vessel

RAMP:

- **Ramp Location** – the Ramp Location type of Vessel
- **Port Side** – the Port Side type of Vessel if the Ramp Location selected is Port Side
- **Starboard** – the Starboard type of Vessel if the Ramp Location selected is Starboard
- **Ramp Type** – the Ramp type of Vessel
- **Ramp Distance from Stern / Bow** – the Ramp Distance From Stern/Bow of Vessel

TONNAGES:

- **Gross Registered Tonnage (GRT)** – the Gross Registered Tonnage(GRT) of Vessel
- **Nett Registered Tonnage (NRT)** – the Nett Registered Tonnage(NRT) of Vessel
- **Deadweight Tonnage (DWT)** – the Deadweight Tonnage(DWT) of Vessel

PHYSICAL DIMENSION:

- **Overall Length (LOA)** – the Overall Length(LOA) of Vessel in Meter
- **Source of Overall Length** – the source of overall length
- **Poop Length** – the Poop Length of Vessel in Meter
- **Forehead Length**– the Forehead Length of Vessel in Meter
- **Beam** – the Beam of Vessel in Meter
- **Fully Loaded Draft (FLD)** – the Fully Loaded Draft(FLD) of Vessel in Meter
- **Air Draft(AD)** – the air draft of Vessel in Meter

VESSEL FACILITIES INFORMATION:

- **Self Sustaining** – the self sustaining flag
- **Deck Crane –** the deck crane flag
- **Deck Crane Tonnage –** the deck crane tonnage in Meter
- **Swing Boom** - the swing boom flag
- **Swing Boom Tonnage** – the swing boom tonnage in Meter
- **Heavy Lift Boom** – the heavy lift boom flag
- **Heavy Lift Boom Tonnage** – the heavy lift boom tonnage in Meter
- **Other Equipment –** the other equipment flag
- **Other Equipment Tonnage** – the other equipment tonnage in Meter
- **Remarks** - remarks

3. Click on the **Search Link** besides the **Port of Registry** Field in order to search for a Port Name.

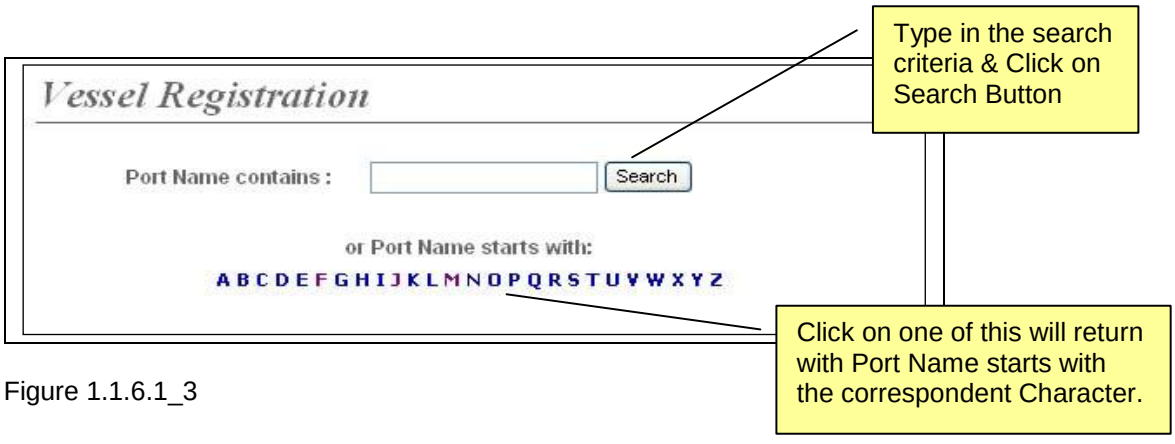

Vessel Registration
Port Name contains :
Search
or Port Name starts with:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Type in the search criteria & Click on Search Button
Click on one of this will return with Port Name starts with the correspondent Character.

Figure 1.1.6.1_3

1. Figure above shows the Search Screen for Port Name. Choose either key in the search criteria or click on one of the fixed link below in order to get the correct Port Name from database

2. On the screen is displayed the following information:

   - **Port Name Contains**– Search Criteria for the Port Name.

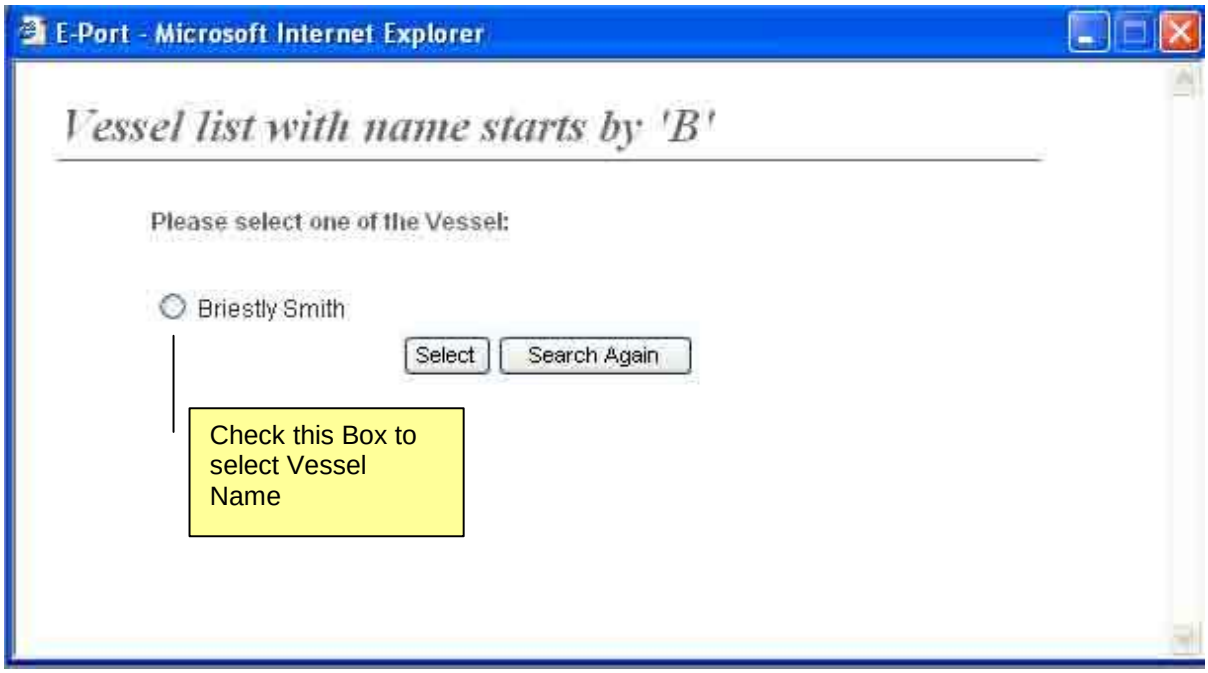

E-Port - Microsoft Internet Explorer
Vessel list with name starts by 'B'
Please select one of the Vessel:
Briestly Smith
Select
Search Again
Check this Box to select Vessel Name

Figure 1.1.6.1_4

1. Display list of Port Name.
2. Select one of the Port Name and click on Select. This window will be closed after click the select button
3. On the screen is displayed the following information**:**
   - **Port Name** – all available / related port names will be displayed.
4. After filling in all the forms, click on Submit button to submit Vessel Registration Document to IPMS.

1.1.5.2 View Vessel Registration

This module will displayed list of Registered Vessels.

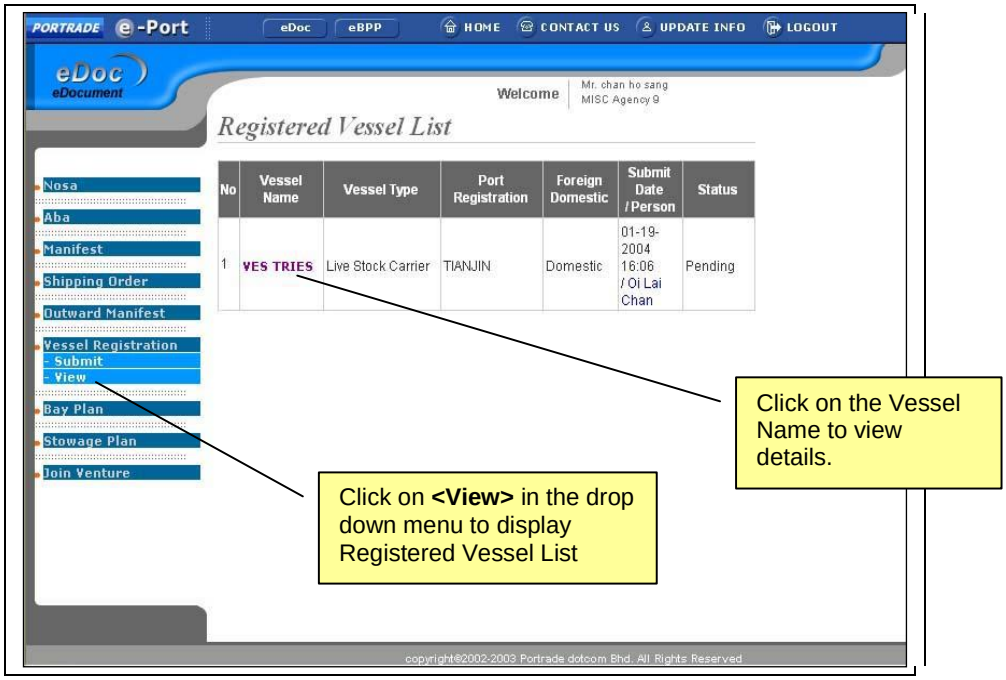


Figure 1.1.6.2_1

1. Registered Vessel List.
2. The page will show Maximum 10 records per page. Most recent record will be shown in the beginning.
3. On the screen displayed fields are:
   - **No** – Number of Registered Vessel
   - **Vessel Name** – Registered Vessel Name
   - **Vessel Type** – Registered Vessel Type
   - **Port Registration** – Port Registration of Vessel
   - **Foreign Domestic** – Vessel of Foreign or Domestic type
   - **Submit Date/Person** – Submission date time and Person Submit.
   - **Status** – Vessel Register Status – Not Submitted, Pending, Rejected, Accepted, Duplicated.

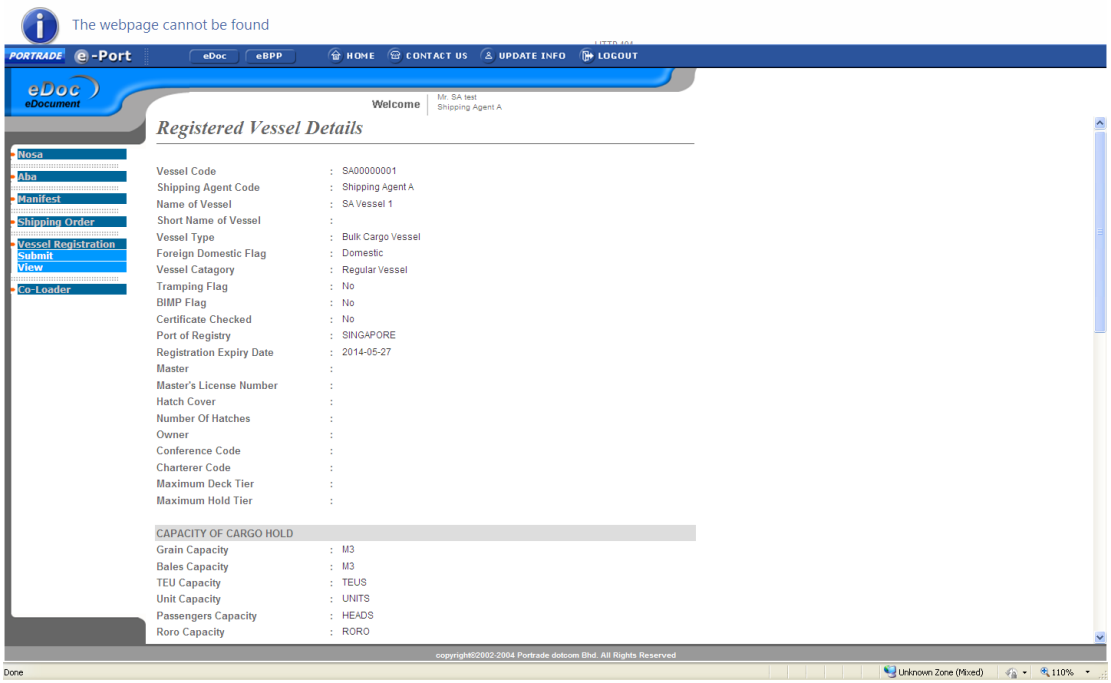


Figure 1.1.6.2_2

1. Registered Vessel Details.

1.1.6 Join Venture

1.1.6.1 Submission of Join Venture

This module will submit companies to Join Venture List of selected Vessel Name.

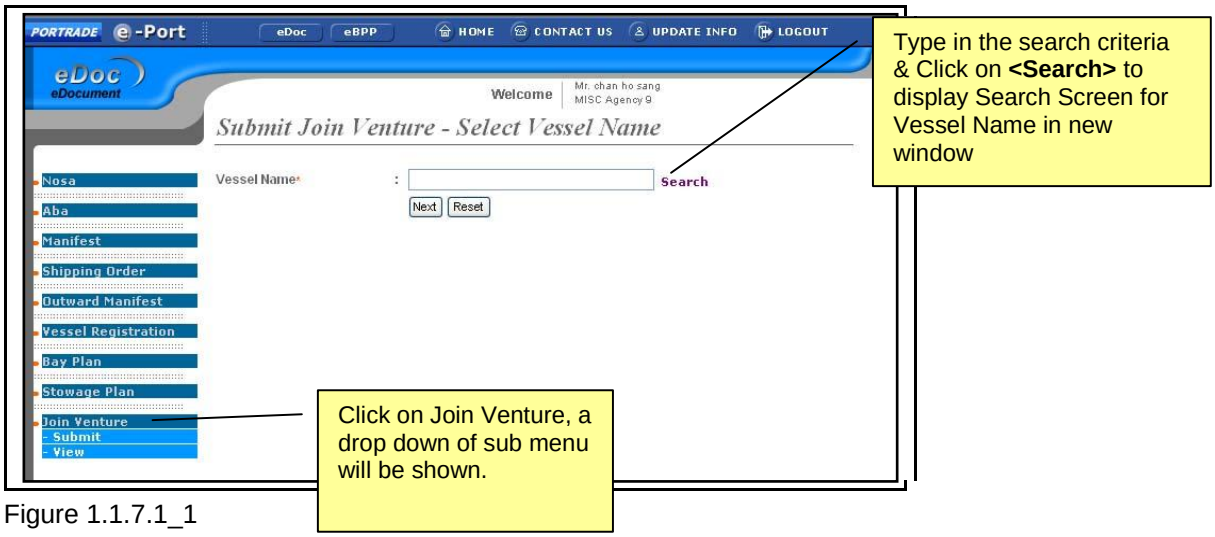


Figure 1.1.7.1_1

4. Click on the **Join Venture** Menu at left hand side, and then click on <**Submit>** in the drop down menu.
5. This page is to select a Vessel Name for Join Venture purpose.

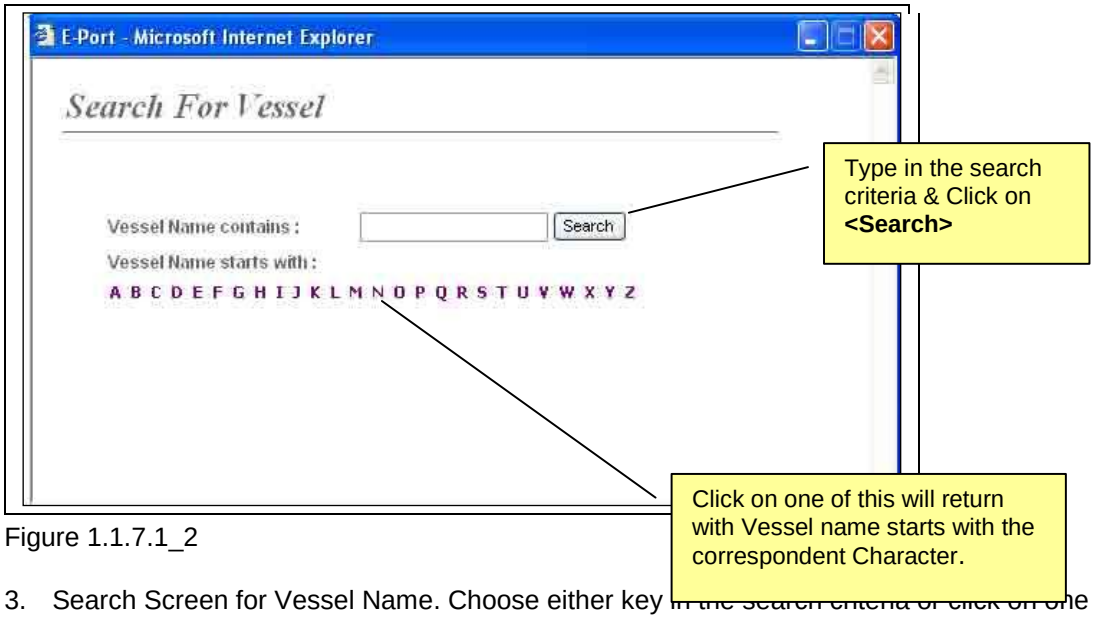

E-Port - Microsoft Internet Explorer
Search For Vessel
Vessel Name contains :
Search
Vessel Name starts with :
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Type in the search criteria & Click on <Search>
Click on one of this will return with Vessel name starts with the correspondent Character.

Figure 1.1.7.1_2

3. Search Screen for Vessel Name. Choose either key in the search criteria or click on one of the fixed link below in order to get the correct vessel name from database

4. On the screen is displayed the following information:

   - **Vessel Name Contains**– Search Criteria for the Vessel Name.

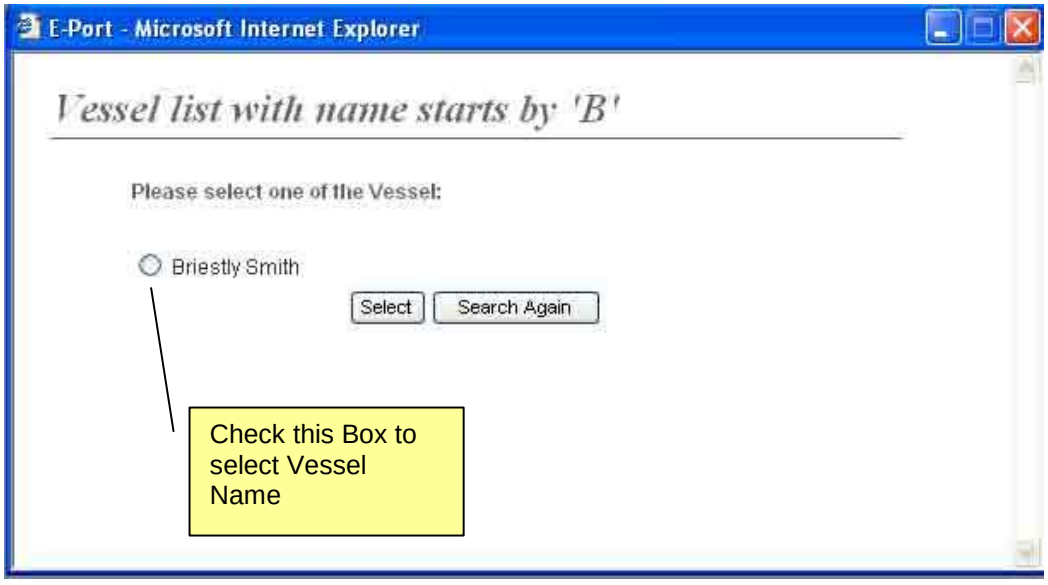

E-Port - Microsoft Internet Explorer
Vessel list with name starts by 'B'
Please select one of the Vessel:
Briestly Smith
Select
Search Again
Check this Box to select Vessel Name

Figure 1.1.7.1_3

3. Select one of the Vessel Name and click on Select. This window will be closed after click the select button
4. On the screen is displayed the following information**:**
   - **Vessel Name** – all available / related vessel names will be displayed.

5. After select a Vessel Name, click on Next to proceed.

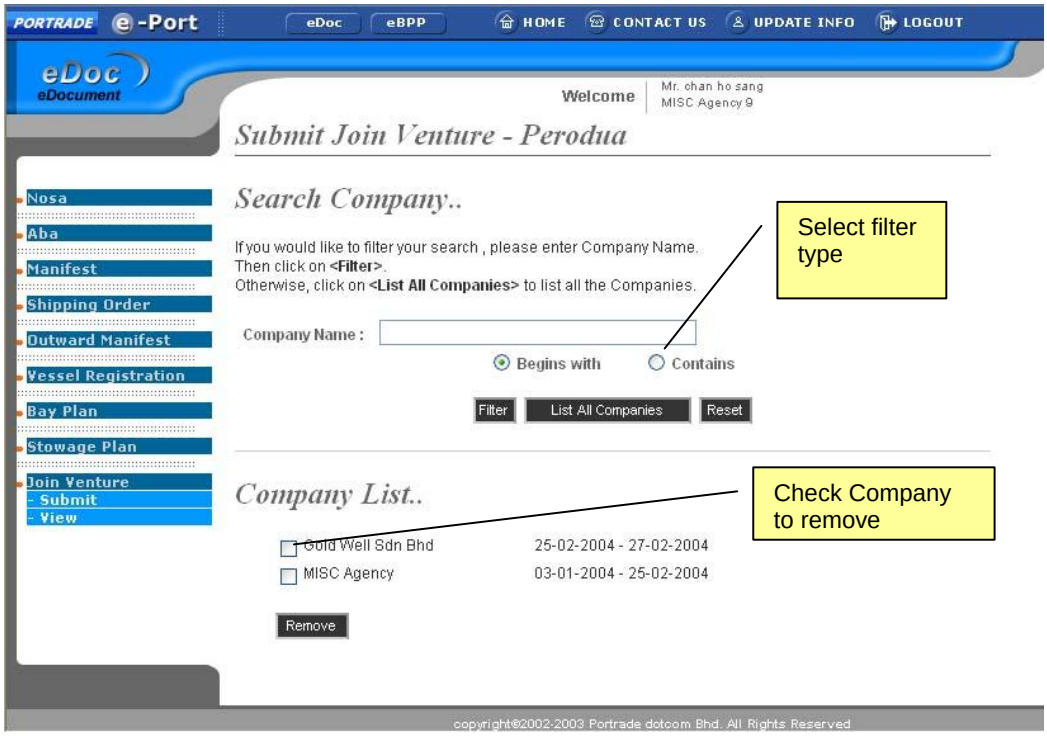


Figure 1.1.7.1_4

5. Search Company :
   - Click on **<List All Companies>** to display all companies
   - Or, type in search criteria and choose filter type (Begins with / Contains)
   - Then, click on **<Filter>** to filter company list
6. Company List :
   - Display list of join venture companies and valid period
   - Click **<Remove>** to remove selected company from the display list

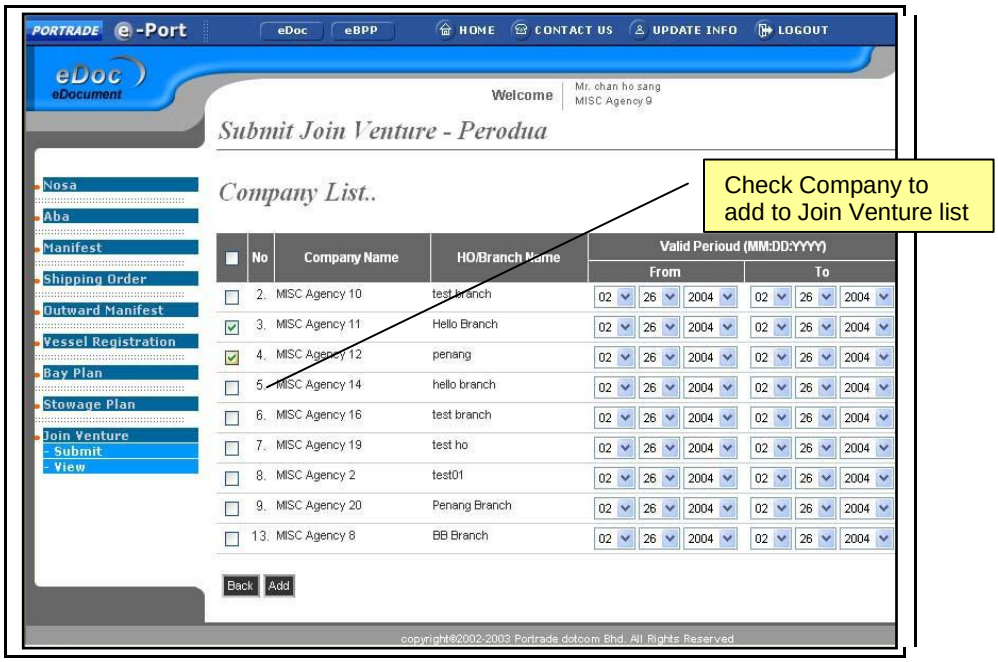


Figure 1.1.7.1_5

4. Company List. The company which is already in the Join Venture list will not be displayed.
5. On the screen displayed fields are:
   - **No** – Number of Company
   - **Company Name** – Company Name
   - **HO/Branch Name** – specify company's branch name or HO name
   - **Valid Perioud** – specify valid perioud of join venture
6. Click on **<Add>** to add selected companies from display list.

1.1.6.2 View Join Venture

This module will display list of Join Venture Companies.

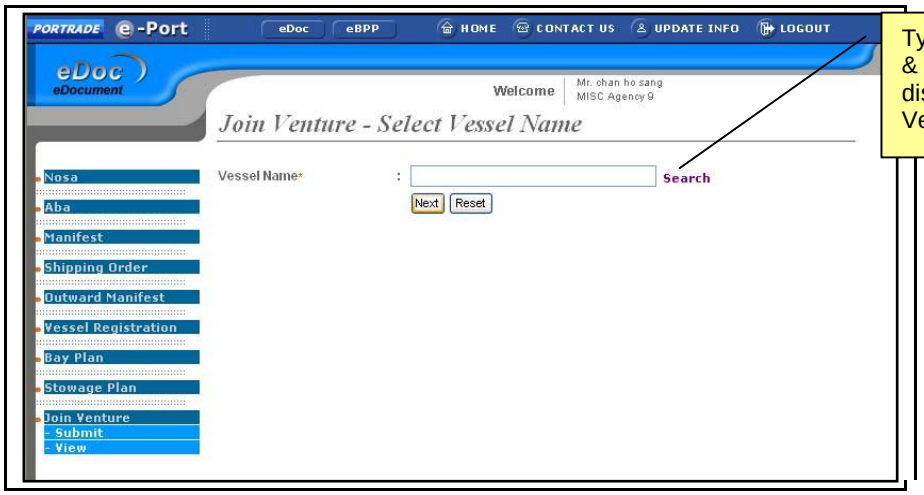


Figure 1.1.4.2_1

1. Click on the **Join Venture** Menu at left hand side, and then click on <**View>** in the drop down menu.
2. The search Vessel Name module is similar to 1.1.4.1
3. After select a Vessel name, click on Next to proceed.

Figure 1.1.4.2_2

1. Join Venture List of specified Vessel Name
2. On the screen displayed fields are:
   - **No** – Number of Company
   - **Company Name** – Company Name
   - **HO/Branch Name** – specify company's branch name or HO name
   - **Valid Perioud** – specify valid perioud of join venture